PROCEDURE TITLE: Renewal of Canada Research Chairs

PURPOSE

The purpose of this procedure is to outline the process for renewal of Canada Research Chairs (CRC).

DEFINITIONS

“Base Chair Allocation” means the commitment to allocate one Canada Research Chair to each of the seven Faculties.

“Canada Research Chair” means the following:

Tier 1 Chairs, tenable for seven years and renewable, are for outstanding researchers acknowledged by their peers as world leaders in their fields. For each Tier 1 Chair, the university receives $200,000 annually for seven years.

Tier 2 Chairs, tenable for five years and renewable once, are for exceptional emerging researchers, acknowledged by their peers as having the potential to lead in their field. For each Tier 2 Chair, the university receives $100,000 annually for five years.

“Competitive Chair Allocation” means the process by which the VPRII allocates the Canada Research Chairs, above the Base Chair Allocation.

“National Reallocation” means the process conducted every two years, by the Tri-Agency Institutional Programs Secretariat, based on the research grant funding received by researchers at UOIT from the three granting agencies – CIHR, NSERC, and SSHRC – in the three years prior to the year of the allocation. The university is notified about the results of the re-allocation. The outcomes, could result in an increase, decrease, or maintenance of the number of Chairs allocated to the University.

“Renewal” means the continuation of a current chairholder in the same position at the same institution for an additional term.

SCOPE AND AUTHORITY

1. This procedure applies to Canada Research Chairs allocated to UOIT.
2. The Vice-President Research, Innovation and International (VPRII), or successor thereof, is the Procedure Owner and is responsible for overseeing its implementation, administration and interpretation.

PROCEDURES

3. Procedure for Renewal

3.1. General Renewal Principles

3.1.1. Renewals are not automatic.

3.1.2. Tier 1 and Tier 2 CRCs are eligible for only one renewal (two terms).

3.1.3. The Vice-President Research, Innovation & International (VPRII) is responsible for making the final renewal decision.

3.1.4. To render a decision to proceed with a renewal, the VPRII will utilize a CRC Advisory Committee comprised of the following:

- Provost (academic considerations)
- Dean of appropriate faculty
- Ad hoc reviewers as required
- Director, Office of Research Services

3.1.5. CRC candidates, eligible for renewal, are assessed by the VPRII and CRC Advisory Committee according to five main criteria:

- The level of excellence and impact achieved by the Chairholder in their area of research or knowledge creation;
- The level of excellence achieved in leadership furthering the University's academic goals and in training and mentoring early career researchers;
- The level of excellence achieved in broadening the Chair's national and international profile; and
- Alignment of the Chair’s program with the research themes outlined in the University’s Strategic Research Plan
- Demonstrated commitment to priorities in the UOIT CRC Equity, Diversity and Inclusiveness Action Plan.

4. Renewal Process

4.1. Step 1: Confirmation of UOIT Allocation and Dean support of renewal

4.1.1. The VPRII 18 months prior to the expiry of a CRC’s first term will:
• Review the current University CRC base and competitive allocation across faculties and equity targets.

• Obtain confirmation of positive or negative support for renewal from the Dean to whom the Chairholder reports.

• Based on the information received, determine if the Chair will remain in the allocated Faculty or return to the central pool to be re-allocated.

• Inform the Dean and Chairholder of the decision as to whether or not the chairholder position will be renewed.

4.1.2. Should the incumbent choose not to renew the CRC, the University will revisit the current CRC allocation and determine how to proceed with the vacant CRC.

4.2 Step 2: Performance evaluation of CRC

4.2.1 The CRC Incumbent, 12 months prior to renewal deadline, will:

• Upon being invited to renew, submit an internal Renewal Dossier to the VPRII for assessment. The Renewal Dossier is based on documents required for a CRC renewal nomination.

• The Chairholder prepares a Renewal Dossier and sends the following documents to the VPRII:
  • CRC performance report (refer to CRC guidelines);
  • A two-page description of the proposed research program (refer to CRC guidelines);
  • Current curriculum vitae using the CRC format; and
  • The name and contact information of two expert reviewers with whom the VPRII may consult if determined that external expertise is required.

4.2.2 The VPRII in consultation with the Advisory Committee will review the Renewal Dossier in accordance with CRC evaluation criteria. The VPRII may consult with individuals with the requisite expertise if additional information is deemed necessary.

4.2.3 Renewal of a CRC is contingent upon the review of the Chairholder’s performance by the Advisory Committee, as follows:

• productivity level compared to national and international standards in their discipline.

• impact and dissemination of the Chair’s research activities as compared to national and international norms for their discipline.

• record of training and mentoring highly qualified personnel and demonstrated leadership at the university.

• level of tri-agency or other funding leveraged during the tenure as Chair.
• demonstrated commitment to diversity, equity and inclusion within Faculty, external partnerships and composition of research teams.
• merit of the proposed research plan for the CRC renewal.
• career interruptions and personal circumstances that affected the Chairholder’s record of research achievement during the tenure of the award will be considered in accordance with the Canada Research Chairs Program Guidelines for Assessing the Productivity of Nominees.

4.2.4 After assessing the Renewal Dossier, the Advisory Committee will make a recommendation to the VPRII who will determine if the current Chairholder should move forward with a CRC renewal application.

4.2.5 The Chairholder and Dean will be informed of the decision in writing and provided with the rational for the decision.

4.2.6 If the decision is to not renew the Chairholder for a second term, the Chair position will revert back to the central allocation to be distributed in accordance with the CRC Allocation Procedure.

4.2.7 If the Chairholder or Dean would like to appeal a decision, the President will review the Renewal Dossier and discuss the case with the VPRII and Provost. The President’s decision will be final.

4.2.8 Requests for appeals, must be made in writing to the VPRII within 2 weeks of the original notification of decision.

4.3 Step 3: Development of Renewal Nomination package

4.3.1 The Office of Research Services will work with the Chairholder and the Dean to develop the documentation required for the renewal nomination package. The Dean will be asked to identify a faculty contact who will assist in the development of the institutional section of the application from the Faculty perspective.

5. Resubmissions

The CRC Secretariat does not allow the resubmission of renewal nominations that are not recommended for support by the CRC Program.

MONITORING AND REVIEW

6. These procedures will be reviewed as necessary and at least every three years. The VPRII, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

7. This section intentionally left blank.
RELATED POLICIES, PROCEDURES & DOCUMENTS

8. Faculty Association Collective Agreement
   Canada Research Chairs Program Guide
   CRC Allocation Procedure
   CRC Advancement Procedure
   CRC Institutional Support Procedure
   CRC Recruitment Procedure