



**Policy Title:** Canada Research Chair, Renewal, Reallocation, and Reduction

**Parent Policy:** None

**Policy Administrator:** Associate Provost Research

**Approving Body:** University Senate

**Approval History:** January 11, 2022; Senate Motion #2021/22–013  
April 28, 2020; Senate Motion #2019/20–059  
April 7, 2015; Senate Motion #2014/15–039

**Effective Date:** January 11, 2022

**Purpose:**

The objectives of this policy are:

- To clarify the process of renewal, reallocation, and reduction of Canada Research Chairs.

**Scope of this Policy:** All TWU Faculty

**Policy Statement:**

**1. Renewals**

To be renewed, a chairholder must currently be a full-time faculty member at the nominating institution. Institutions cannot renew the Chair of a researcher who is working part time or who has retired.

The federal Canada Research Chair (CRC) program sets limitations on the length of a CRC to two terms (i.e. a total of 10 years for a Tier 2 chair, 14 for a Tier 1).

- a) Timing: Renewal nominations must be submitted to the Chairs Secretariat for consideration within the following timeframe:
- a minimum of six months prior to the current chair end date; and
  - to **either** the deadline occurring a minimum of six months before the chair end date **or** the deadline immediately preceding this.

In order to meet these conditions, the internal renewal process will commence at least one year prior to the expiration of the candidate's term. In the event that an incumbent is not recommended for renewal by the academic unit or by the steering committee, the CRC

position will become available for reallocation at the end of the incumbent's term.

b) Process:

Step 1: The academic unit will determine if the incumbent wishes to seek a second term. If not, the CRC will become available for reallocation as described below.

Step 2: If the incumbent wishes to be considered for a second term, the academic unit will assess the performance, track record, and future promise of the incumbent as a CRC in order to determine whether to recommend renewal of his or her appointment. Furthermore, the academic unit will pursue its review based on the procedures recommended by the steering committee with a view to preparing a successful application to the CRC Secretariat. This process will respect the principles of peer review, and include assessments from peers, both internal and external to the university. If the academic unit decides against renewal of the application, the CRC will become available for reallocation as described below.

Step 3: The steering committee will assess the performance, track record, and future promise of the incumbent as a CRC based primarily on the file submitted by the academic unit. The committee may consult and/or seek opinions from other bodies or individuals if additional information and/or input is deemed necessary. In evaluating the application for renewal, the following general criteria will apply (in no particular order):

- record of research productivity and external funding;
- record of research collaborations at TWU and/or elsewhere;
- record of/potential for postdoctoral, graduate and undergraduate research training;
- research excellence and reputation of the Chair;
- record of/potential for research leadership appropriate to the category of the Chair (Tier I versus Tier II);
- fit with the University Strategic Research Plan;
- impact of the Chair on TWU's capacity and international reputation in research;
- impact of the Chair in the thematic and/or disciplinary area of the CRC;
- impact of the Chair in extending the mission of TWU; and
- contribution of the Chair to meet institutional EDI targets and/or increase diversity.

Step 4: If the decision of the steering committee is positive, the incumbent will be invited to prepare a full renewal application to the CRC Secretariat. If the decision is negative, or the CRC Secretariat rejects the renewal application, the CRC will become available for reallocation as per the process below.

## **2. Reallocations**

A CRC position is deemed vacant under any of the following conditions:

- a) completion of two terms by a chairholder;
- b) non-renewal of an incumbent for a second term;
- c) retirement or resignation of an incumbent during his/her second term;

A unit is not entitled to retain an existing CRC position in a given thematic area when that position becomes vacant. Instead, the unit must apply anew for the position via a competitive

process described below if it wishes to retain a CRC in the given thematic area. Alternatively, the unit with a vacant CRC position may make an application in a different thematic area. In the event of a retirement or resignation of an incumbent during the first term, the CRC position will be deemed vacant and therefore open to reallocation.

### **Special allocations vs. regular allocations and the corridor of flexibility**

The Canada Research Chairs program sets aside a special allocation of Canada Research Chairs for institutions that have received one per cent or less of the total funding paid out by the three federal granting agencies over the three years prior to the year of the allocation. Unlike regular allocations, these Chairs are not allocated by granting agency so institutions can choose the areas in which they would like to use the Chair. Institutions may also exchange one Tier 1 Chair for two Tier 2 Chairs, or two Tier 2 Chairs for one Tier 1 Chair, etc.

Once an institution has exceeded the one percent threshold, it is allocated regular chairs where the agency and tier of the Chair is fixed by the program. However, the institution will still retain a certain number of "flexible" Chairs (corridor of flexibility) that allows it to change the tier or the research area of a limited number of their allocations. For instance, an institution may choose to change two Tier 2 Chairs into a Tier 1 Chair or change a Tier 1 Chair into two Tier 2 Chairs. They may also change an NSERC Chair to a CIHR Chair, or a CIHR Chair to an SSHRC Chair, etc. When a Chair is reverted to its original tier or research area as allocated in the calculation, the flex move is given back to the institution.

When an allocation (s) becomes available, the CRC Steering Committee will determine how to utilize special chairs or those within the corridor of flexibility, prior to inviting a call for proposals. The CRC Steering Committee will recommend the parameters for a new competition (Tier level of chair, agency, etc.) to the Provost for confirmation and/or reconsideration after which and the Office of Research and Graduate Studies will develop a call for proposals. The search is communicated to the academic units and faculty by email, orally at the a monthly Academic Business meeting if possible, and is also posted on the Office of Research CRC Public Accountability Website. Rather than inviting proposals, in full consideration of the University's and the Canada Research Chairs Equity Targets, EDI Action Plans and the University's equity gaps, the CRC Steering Committee, in consultation with the Office of Research, TWU's Equity Officer and the Provost may elect to undertake an open and transparent internal recruitment and nomination process open to Faculty from all academic units across the University for nomination for a given Chair according to the [Requirements for recruiting and nominating Canada Research Chairs](#). The decision to undertake a University-wide internal search is contingent on the Provost's, Associate Provost's (Research) and CRC Steering Committee's recognition of excellent emerging and/or outstanding pool of scholars within TWU's existing complement of faculty, especially those who identify as being one of the four designated groups (women, racialized minorities, Indigenous, people with disabilities). The CRC steering committee (described below) would lead the internal search.

**Reallocation competition:** CRC positions for reallocation will be assigned using a competitive process, based on the adjudication of written proposals submitted by the units. Details of the application process, to be overseen by the Office of Research and Graduate Studies and the steering committee, will accompany the call for proposals. The unit(s) with successful applications would then seek permission to recruit subject to the following conditions: a)

availability of a base-funded tenure track faculty position at the appropriate salary level, and with an ongoing Research workload at least 40 points (without any further teaching buy out): b) an open search, i.e., open to internal and external candidates.

Proposals will be assessed by the steering committee. Proposals will be adjudicated and ranked using the following general criteria (in no particular order):

- consistency with TWU's Strategic Research Plan, the University Strategic Plan (or equivalent), and the Strategic Research Plan (or equivalent) of the academic unit;
- fit with the unit's academic plan (or equivalent) and academic staffing strategy.
- need for, and opportunity to build, research excellence in the proposed theme;
- potential for collaboration at TWU and/or elsewhere;
- potential for undergraduate, graduate and postdoctoral training;
- unit expectations for research leadership, including leadership appropriate to the category of the Chair (Tier I versus Tier II);
- potential of the Chair to meet institutional and/or academic unit EDI targets and/or increase diversity;
- potential/perceived impact of the proposed Chair on TWU's capacity and international reputation in research; and
- ability of the Chair to contribute to TWU's mission.

The steering committee will make recommendations to the Senate, who will then make a recommendation to the Provost. Unsuccessful proposals may be held over to the next competition upon mutual agreement between the unit and the steering committee. Academic units are encouraged to develop an open and transparent process for the generation and adjudication of proposals within the unit in order to arrive at proposals to be forwarded to the steering committee for consideration in the pan-university competitive reallocation process. Rather than inviting proposals, in full consideration of the University's and the Canada Research Chairs Equity Targets, EDI Action Plans and the University's equity gaps, the CRC Steering Committee, in consultation with the Office of Research, TWU's Equity Officer and the Provost may elect to undertake an open and transparent internal recruitment and nomination process open to Faculty from all academic units across the University for nomination for a given Chair according to the [Requirements for recruiting and nominating Canada Research Chairs](#). The decision to undertake a University-wide internal search is contingent on the Provost's, Associate Provost's (Research) and CRC Steering Committee's recognition of excellent emerging and/or outstanding pool of scholars within TWU's existing complement of faculty, especially those who identify as being one of the four designated groups (women, racialized minorities, Indigenous, people with disabilities). The CRC steering committee (described below) would lead the internal search.

### **3. Reduction to the University's CRC Quota**

Every two-three years the CRC Secretariat undertakes a review of Tri-Council funding (i.e., CIHR, NSERC, and SSHRC) to all eligible institutions as a basis for adjusting their respective number of Chairs. The number of Chairs allocated to each institution may increase, remain the same, or be reduced, depending on its relative performance in Tri-Council funding.

In the case of a reduction to the university's CRC quota, the steering committee will determine the chair(s) to be phased out through a transparent process based upon the criteria listed above

for reallocation. This decision will normally be made within one month.

The Secretariat implements a phase-out funding mechanism using a sliding scale of decreasing support. Central funding from the university will be provided to the host unit to cover the reduction of the CRC award until the end of the academic contract in the year in which the phase-out has occurred. Following the one-year phase-out period, all salary and benefit costs associated of the former CRC will be the responsibility of the academic unit/university at the regular faculty rate for that rank and experience level on the grid.

**Definitions:**

**Academic Unit:** refers to academic units at the level of faculties and schools.

**CRC:** Canada Research Chair

**Steering Committee:** will be a committee established by the Vice Provost Research and Graduate Studies appointed to oversee renewal and reallocation of Canada Research Chairs. It will be composed of the Vice Provost Research and Graduate Studies (Chair of the committee, non-voting, ex officio), one representative from each faculty and school (voting), the University Siya:m or his/her designate (voting), and the Executive Director of Human Resources or his/her designate (non-voting, ex officio). Consideration with respect to equity, diversity and inclusion will be taken when selecting committee members. For example, the committee should include representation from at least three of the four designated groups (women, members of visible minorities, Indigenous people, persons with disabilities).

**Child Policies:** Not applicable

**Other Related Policies:** Not applicable

**Monitoring Data:** The Office of Research and Graduate Studies will report to RAS at its last meeting of the year, providing annual information on the number of allocations, the number of successful nominations and/or renewals, and the number of ongoing chairs.