



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

Parent Policy	None
Policy Administrator	Associate Provost, Research
Approving Body	Senate
Approval History	2024-03-07; Senate Motion #2023/24 – 020 2020-04-28; Senate Motion #2019/20 – 059 2015-04-17; Senate Motion #2014/15 – 039

Purpose:

The objective of this policy is 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. The nominee being considered for renewal will prepare a written package of no more than 7 pages addressing the criteria for assessing renewal of the Chair (shown under Step 3 below). The Dean of the academic unit will also provide a support letter for the renewal of the Chair. The Dean will then submit the supporting letter and the package prepared by the potential chair renewal nominee to the Associate Provost research. This process will respect the principles of peer review, and can include additional 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 Associate Provost Research will present the package prepared by the potential renewal nominee to the CRC Steering Committee. 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):

TIER 2 CHAIR

- is developing into an outstanding researcher of world-class caliber and is poised to become a leader in their field;
- has successfully attracted, developed, and retained—and will continue to attract, develop, and retain—excellent trainees and students to the postsecondary institution or affiliated institute
- is carrying out a research program that is producing important results that are making a significant impact in the field
- record of research productivity and external funding;
- record of research collaborations at TWU and/or elsewhere;
- record of/potential for research leadership
- 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.

TIER 1 CHAIR

- continues to distinguish themselves as an outstanding, world-class researcher;
- has successfully attracted, developed, and retained—and continues to attract, develop, and retain—excellent trainees and students to the postsecondary institution or affiliated institute;
- is proposing an original and innovative research program of the highest quality
- is carrying out a research program that is producing leading-edge results that are making a significant impact at the international level;
- record of research productivity and external funding;
- record of research collaborations at TWU and/or elsewhere;
- 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;

An academic unit is not entitled to retain an existing CRC position in a given thematic area when that position becomes vacant. 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.

The following steps in addition to the [Requirements for recruiting and nominating Canada Research Chairs](#) will be followed for any Canada Research Chair nomination if a Chair has become available for any reason as specified above including allocation, special allocation or re-allocation (not applicable to CRC renewals):

1. The Associate Provost Research will notify the Provost and President of a CRC vacancy, the Tier of the Chair, and the flexibility of the discipline of the Chair
2. The President, Provost and Associate Provost Research meet to determine the CRC type/focus which must fit the Themes of the Strategic Research Plan and the TWU Equity Diversity and Inclusion Action Plan.
3. The CRC type/focus will be sufficiently broad to attract applicants from several disciplines /academic units unless the Chair discipline/Tier has been fixed for TWU's allocation by the CRC program as described above.
4. The President and Provost will ensure that an available tenure-track faculty position is available for any academic unit to prepare for the possibility of hiring an external applicant that would be nominated for a Canada Research Chair.
5. The Provost and Associate Provost Research present the CRC type/focus to the Deans Council.
6. The Associate Provost Research presents the CRC type/focus to the CRC Steering Committee.
7. Office of Research works with Human Resources to advertise the CRC position both internally and externally following the [Requirements for recruiting and nominating Canada Research Chairs](#). Job advertisements will be sent to the CRC program for approval prior to public posting.
8. The CRC Steering Committee with additional faculty members based on the CRC type/focus works with the Office of Research to undertake open and transparent internal/external recruitment process in consultation with Human Resources and following the [Requirements for recruiting and nominating Canada Research Chairs](#).
9. The steering committee will make recommendations of the preferred nominee to the Provost.
10. The Provost and Associate Provost Research will communicate with the Dean of the suitable academic unit (s) where the potential Chair nominee would take up their position based on the potential nominee's discipline.
11. The nominee will work with the Office of Research on their nomination application to the Canada Research Chairs starting at least 5 months prior to the most current nomination cycle deadline. If the search/recruitment process ends with less than 5 months to the current nomination cycle deadline, the nominee will work with the

Office of Research starting at least 5 months prior to the following nomination cycle deadline.

3. Reduction to the University's CRC Quota

Every two to 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 Associate Provost Research and Graduate Studies appointed to oversee renewal and reallocation of Canada Research Chairs. It will be composed of the Associate 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), the Vice President of Inclusive Excellence and the Executive Director of People & Culture 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).

Procedures: None

Child Policies: R 2-02 Canada Research Professors at TWU

Other Related Policies: None