

**Appendix C: Brandon University Procedures for Allocation and Renewal of Canada Research
Chairs**

Brandon University

Procedures for Allocation and Renewal of Canada Research Chairs (CRC)

The [Canada Research Chairs \(CRC\) Program](#) stands at the centre of a national strategy to make Canada one of the world's top five countries for research and development. This is accomplished via the establishment of research professorships in eligible Canadian degree-granting institutions.

Brandon University has an allocation of [four Tier 2 Canada Research Chairs](#). The CRC nomination process, from the initial stage of internal Letter of Intent (LOI) request to external nomination submission and subsequent award notification, is extensive and lengthy and has multiple stages (see Appendix B). This document takes into consideration the CRC guidelines and requirements, the Agreement between Brandon University and Brandon University Faculty Association Collective Agreement (BUFA CA), Article 7.19, and institutional practices. An overview of the internal process, requirements, and other relevant information follows.

When a CRC vacancy arises, the Vice-President (Academic & Provost) (VP (A&P)), or designate, will send out a Call for LOIs by email to all academic Deans that contains the relevant information in this document. Please note that should two Tier 2 vacancies arise simultaneously they may be combined into an LOI for one (1) Tier 1 CRC. The VP (A&P) will simultaneously notify the Senate Research Committee who will move to populate an LOI Review Committee.

Please note the Canada Research Chairs Program is implementing the [Equity, Diversity and Inclusion Action Plan](#). The action plan will focus on improving the governance, transparency and monitoring of equity and diversity within the program. These actions will support institutions in making swift progress towards addressing the underrepresentation of the four designated groups (FDGs)—women, persons with disabilities, Aboriginal Peoples and members of visible minorities—within the program.

Matters of Communication and Coordination

At the LOI stage, the VP (A&P) and Manager of Research Services (MRS) communicate only with the Deans. Each Dean is responsible for communicating directly with their faculty members regarding the Call for LOIs. The Dean is the point person for canvassing faculty members for the best possible ideas for Canada Research Chairs, overseeing and determining how LOIs are generated and vetted in their respective areas, and forwarding the chosen LOI to the VP (A&P) and MRS by the deadline. The Dean is the liaison between faculty members and the VP (A&P)/MRS regarding any questions faculty members may have.

Please ensure that faculty members in your area are aware of the process.

1. Internal Call for Letters of Intent for a Canada Research Chair

From the CRC Website

The Canada Research Chairs Program invests approximately \$265 million per year to attract and retain some of the world's most accomplished and promising minds. Chairholders aim to achieve research excellence in engineering and the natural sciences, health sciences, humanities, and social sciences. The Canada Research Chairs Program stands at the centre of a national strategy to make Canada one of the world's top five countries for research and development. This is accomplished via the establishment of research professorships in eligible Canadian degree-granting institutions.

TIER 1 CHAIRS

Nominees for Tier 1 chair positions must be full professors or associate professors who are expected to be promoted to the full professor level within one or two years of the nomination. Alternatively, if they come from outside the academic sector, nominees must possess the necessary qualifications to be appointed at these levels.

To meet the criteria of the CRC program, Tier 1 nominees must:

- be outstanding and innovative world-class researchers whose accomplishments have made a major impact in their fields;
- be recognized internationally as leaders in their fields;
- have superior records of attracting and supervising graduate students and postdoctoral fellows (taking into account different practices in the relevant field or discipline) and, as chairholders, be expected to attract, develop and retain excellent trainees, students and future researchers; and
- be proposing an original, innovative research program of the highest quality.

TIER 2 CHAIRS

Nominees for Tier 2 chair positions must be emerging scholars. They should, at a minimum, be assistant or associate professors, or possess the necessary qualifications to be appointed to these levels. See [Tier 2 Justifications](#) for more information.

To meet the criteria of the CRC program, Tier 2 nominees must:

- be excellent emerging world-class researchers who have demonstrated particular research creativity;
- have demonstrated the potential to achieve international recognition in their fields in the next five to ten years;
- as chairholders, have the potential to attract, develop and retain excellent trainees, students and future researchers;
- be proposing an original, innovative research program of high quality; and
- at a minimum, be assistant or associate professors, or possess the necessary qualifications to be appointed to these levels.

LOI Review Process

Each faculty/school will determine its own process for receiving LOIs and for selecting the LOI that goes forward for internal review. For each vacancy, each Dean of a Faculty/School may submit only one LOI.

An LOI may be submitted for either recruitment or retention, i.e., either an idea for a CRC (candidate unknown and to be recruited) or for an idea for a CRC associated with an existing faculty member in support of their stellar research program (retention), depending on the institutional Call for LOIs. The Dean shall forward the LOI with an enclosed letter of support to the VP (A&P) and MRS by the deadline.

LOI Submission Requirements (12 pt font, Times New Roman, and page numbered)

- 1. Letter of Support from the Dean (two page maximum)**
- 2. Proposal shall address the following (three page maximum):**
 - Description of and rationale for proposed CRC;
 - Goals, objectives, and outcomes;
 - How the CRC will build capacity within the faculty/school and Brandon University as a whole;
 - Expected contributions to research at BU such as training of students and HQP, outreach activities, and interdisciplinary collaborations;
 - Research environment within faculty/school; and
 - Potential equipment and space requirements.
- 3. Fit of the proposed Chair with the BU Strategic Research Plan (one page maximum):**
 - Outline the fit of the proposed CRC with the BU Strategic Research Plan's Priority Area and Major Research Objectives.
<https://www.brandonu.ca/research/files/BU-Strategic-Research-Plan-APPROVED-by-Senate.pdf>
- 4. For internally identified candidate only, outline how the candidate meets the CRC Tier 1 or Tier 2 criteria identified above (one page maximum)**
- 5. For internally identified candidate only, include Canadian Common CV or comparable CV. <https://ccv-cvc.ca/indexresearcher-eng.frm>**

LOIs shall not exceed the specified page maximums outlined.

Deadline

The Deans to submit LOIs electronically to the VP (A&P) and the Manager of Research Services by date specified in the Internal Call for Letters of Intent email.

Overview of CRC Nomination Process at Brandon University

The following stages 1-9 apply to both recruitment and retention. In the case of recruitment, the LOI shall include an idea for a CRC and in the case of retention, the LOI shall include an idea for a CRC associated with an internal candidate.

Stages in the CRC nomination process include the following:

1. Internal Call for LOIs to all Faculties/School
2. VP (A&P) notifies the SRC of the vacancy and Call for LOIs
3. The CRC LOI Review Committee composition includes:
 - a. Vice-President (Academic & Provost) or designate, Chair, votes in cases of a tie
 - b. Two (2) faculty members with a strong research program and, where possible, who hold or have held Tri-Agency operating grants, appointed by and from each academic faculty/school
 - c. Diversity and Human Rights Advisor, as per CRC guidelines, ex officio, non-voting
 - d. Administrative Officer to the VP (A&P), administrative support, non-voting
 - e. Manager of Research Services, ex officio, non-voting
4. Deans submit LOIs and accompanying letter of support to the VP (A&P) and Manager of Research Services
5. LOI Review Committee meets to discuss procedures and review LOIs
6. Deans and internal retention candidates, where applicable, present LOIs to LOI Review Committee
7. LOI Review Committee meets to consider LOIs and makes a recommendation to VP (A&P)
8. VP (A&P), on behalf of LOI Review Committee makes recommendation to President with a ranked alternate list
9. President considers LOI Review Committee recommendation and communicates decision to VP (A&P) who notifies LOI Review Committee, SRC, Deans, and internal candidate (if an LOI for retention)

Note: If the President does not accept the LOI Review Committee's recommendation, they will provide reasons to the LOI Review Committee and the process will start over.

The following table outlines the specific stages for the Recruitment Stream and the Retention Stream.



Stages for Recruitment of an External Candidate	Stages for Retention of an Internal Candidate
10. SRC meets to determine CRC Selection Committee composition (suggested): <ul style="list-style-type: none"> • VP (A&P) or designate, Chair, ex officio, votes in cases of a tie • Dean of successful LOI • 3-5 faculty members with strong research program, considering research area of LOI • Diversity and Human Rights Advisor, ex officio, non-voting • Administrative Officer to the VP (A&P), administrative support, non-voting • Manager of Research Services, ex officio, non-voting <i>Note: Committee shall be comprised of at least 75% academic members, exclusive of Chair.</i>	10. MRS starts formal CRC Nomination Process with chosen candidate
11. CRC Selection Committee populated	11. Nomination submission
12. CRC Selection Committee meets to determine position criteria and develop advertisement	12. Notification of results
13. Advertise CRC position	13. CRC Public Announcement
14. Application intake	
15. CRC Selection Committee meets to review applications and shortlist candidates	
16. Interviews, including candidate meetings with proposed departments (departments forward recommendations to CRC Selection Committee)	
17. CRC Selection Committee meets to discuss candidates and determine recommendation	
18. CRC Selection Committee makes recommendation to VP (A&P) who makes offer of appointment to candidate, subject to final approval of the President	
19. VP (A&P) notifies SRC, CRC Selection Committee, and Dean of final decision	
20. MRS starts formal CRC Nomination Process with chosen candidate	
21. Nomination submission	
22. Notification of results	
23. CRC Public Announcement	

Note: If either the VP (A&P) does not accept the CRC Selection Committee’s recommendation or the President does not approve the appointment, the search will be considered a failed search or under exceptional circumstances, the search may be extended. In cases of a failed search, the search moves to the next LOI on the LOI Review Committee’s ranked alternate list. The appropriate Dean will be contacted to confirm their willingness to move forward with the LOI. If, for any reason, the LOI cannot move forward, the search will advance to the next alternate. In cases where there are no alternates or the alternates have been exhausted, a new internal Call for LOI submissions will be made.

Other CRC Information

CRC Nomination Process

http://www.chairs-chaire.gc.ca/program-programme/nomination-mise_en_candidature-eng.aspx

Requirements for Recruiting and Nominating Canada Research Chairs

All Canada Research Chair positions must be filled using the requirements for recruitment and nomination, which are based on the principles of openness, transparency and accountability.

<http://www.chairs-chaire.gc.ca/program-programme/equity-equite/recruitment-recrutement-eng.aspx>

2. Renewal of a CRC

From the CRC website

TIER 1 CHAIRS can be renewed only once, for a maximum of two seven-year terms, and are eligible for renewal in their sixth year. In rare, exceptional circumstances, institutions may put forward third-term nominations, but are responsible to publicly demonstrate the exceptional nature of the nomination.

In applying to renew a Tier 1 Chair, the institution must clearly demonstrate that the Chairholder:

- continues to distinguish himself/herself 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; and
- is carrying out a research program that is producing leading-edge results that are making a significant impact at the international level.

TIER 2 CHAIRS can be renewed only once, for a maximum of two five-year terms, and are eligible for renewal in their fourth year. In year four, the Chairholder and respective Dean will be contacted by the Manager of Research Services regarding the renewal process.

In applying to renew a Tier 2 Chair, the institution must clearly demonstrate that the Chairholder:

- is developing into an outstanding researcher of world-class calibre and is poised to become a leader in his or her 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; and
- is proposing an original, innovative and high-quality research program.

BU Letter of Intent (LOI) to Renew

Renewal Nominations for both Tier 1 and Tier 2 Chairs must be submitted at least six months prior to the end date of the Chairholder's term. If another term is desired, the Chairholder shall submit a LOI to Renew to the Dean. The Dean shall forward the LOI to Renew along with a letter of support to the VP (A&P) and MRS by the deadline. The LOI to Renew submission will be brought forward to an ad hoc committee of the Senate Research Committee (SRC) for review and recommendation to the President. To ensure equal representation amongst the faculties and school, the SRC will strike an ad hoc committee from its existing membership that includes one member from each Faculty/School and the VP(A&) or designate.

LOI to Renew Submission Requirements (12 font, Times New Roman, and page numbered)

- 1. Letter of Support from the Dean (two page maximum)**
- 2. Summary of major accomplishments as CRC to-date shall include (three page maximum):**
 - Summary of major accomplishments;
 - What has been the impact on BU's capacity as a result of the CRC;
 - Contributions to research at BU such as training of students and HQP and outreach activities;
 - Record of research collaborations; and
 - Demonstrated impact on BU's and Chairholder's international reputation in research.
- 3. Summary of what is expected to be accomplished in the remainder of the term (one page maximum)**

4. **Proposed research program for the second five-year term of the CRC shall include (three page maximum):**
 - Description of and rationale for proposed research;
 - Goals, objectives, and outcomes;
 - How the CRC will continue to build capacity within the Faculty/School and Brandon University as a whole;
 - Expected contributions to research at BU such as training of students and HQP, outreach activities, and interdisciplinary collaborations; and
 - Potential equipment and space requirements.

5. **Fit of the proposed research with the BU Strategic Research Plan (one page maximum)**
 - Outline the fit of the CRC Renewal with the BU Strategic Research Plan's Priority Area and Major Research Objectives. <https://www.brandonu.ca/research/files/BU-Strategic-Research-Plan-APPROVED-by-Senate.pdf>

6. **Canadian Common CV or comparable CV**
 - <https://ccv-cvc.ca/indexresearcher-eng.frm>

The LOI to Renewal package shall not exceed the specified page maximums outlined.

Deadline

The Dean to submit the LOI Renewal electronically to the Manager of Research Services by the date determined.

Overview of CRC Renewal Nomination Process at Brandon University

1. MRS notifies Dean and Chairholder of LOI to Renew requirements
2. SRC reviews renewal package and makes recommendation to President, or designate
3. President makes decision, considering SRC recommendation, and communicates decision to VP (A&P) who notifies Dean, Chairholder, and SRC
4. MRS starts formal CRC Renewal Process with Chairholder
5. Renewal Nomination submission
6. Notification of results

Other CRC Information

CRC Renewal Nomination Process

<http://www.chairs-chaires.gc.ca/program-programme/renew-renouvellement-eng.asp>

Appendix A

Agreement between Brandon University and Brandon University Faculty Association Collective Agreement (BUFA CA), Section 7.19

7.19 Canada Research Chairs

(a) Canada Research Chair holders shall be required to teach three (3) credit hours as part of their assigned teaching workload and may elect, upon the recommendation of the department and the approval of the Dean, to teach up to six (6) additional credit hours as part of their assigned teaching workload. Such members are also responsible for Service to the University and to the Community. In no circumstance shall Canada Research Chair holders teach on an overload basis.

(b) Applicants for a Canada Research Chair appointment shall be recruited and hired into (or if a member, granted) a Full-Time Canada Research Chair Appointment. Procedures for selecting positions under the Canadian Research Chairs program will include the following:

i) The Vice-President will advise the Senate Research Committee, in writing, when a Canadian Research Chair appointment is to be filled and shall indicate the type and duration of the appointment that the Employer is committed to make. The Senate Research Committee, subject to the conditions below, shall determine the composition and working procedures of the Selection Committee.

ii) A Selection Committee composed of members chosen according to procedures approved by the Senate Research Committee and Chaired by the Vice President, or designate, shall evaluate applications. Academic members shall form at least seventy-five percent (75%) of the members of the Selection Committee, exclusive of the Chair. The Selection Committee Chair will ensure that the search is conducted in a manner consistent with the letter and spirit of Article 7 and Article 30 of the Collective Agreement.

iii) The Selection Committee will make a recommendation to the Vice-President who may only offer an appointment to an individual so recommended. If the Vice-President does not accept the recommendation, s/he shall provide the Committee with reasons and the process shall be repeated. An offer of appointment shall be made by the Vice-President to the recommended candidate, subject to the final approval of the President.

iv) If a candidate selected for an interview is external, the candidate's dossier will be forwarded to the candidate's proposed department(s) of appointment for review. The

Department will meet with the candidate and, if the candidate is acceptable to the Department, will forward to the Dean/Director, for recommendation, and the Vice-President, for decision, recommendations relative to rank, tenure, and other conditions of employment. The Department shall provide feedback to the Selection Committee prior to the committee's recommendation on appointment. No Department will be required to accept a candidate into the Department if, at a duly constituted Department meeting, that candidate is deemed to be unacceptable to the Department.

v) If the approved candidate is internal, the member's rank, tenure, and remuneration shall not change as a result of being granted the Canada Research Chair.

vi) If the candidate is internal, the member shall be replaced with a term appointment (or combination of term appointments), as mutually agreed upon by the Department and the Dean/Director, that matches the term of the appointment of the Canada Research Chair. Such replacements shall be adequate for maintaining program integrity.

vii) BUFA shall be provided with a copy of the curriculum vitae of the approved candidate once the contract has been signed.

viii) Eligibility for renewal of a Canada Research Chair is subject to the approval of the Canada Research Chairs program. Application for renewal shall be on the recommendation of the Senate Research Committee to the President, or designate.

ix) No member on a probationary, tenured, or term contract shall be displaced from his/her position or have his/her rights, privileges, or benefits, under the Collective Agreement, reduced in any way by the entry of a Canada Research Chair into a department.

x) Members whose applications for a renewal/extension are rejected shall have recourse to an appeals procedure. Notice of an appeal must be submitted to the President no later than one (1) month after the member is notified of the decision. Within one (1) week of receiving notice of appeal, an Appeal Committee shall be struck. The Committee shall consist of: one (1) member appointed by BUFA, one (1) member chosen by the President, and a Chair chosen by the two (2) appointed members. The Appeal Committee shall establish its own procedures. The decision of the Appeal Committee is binding and shall be implemented by the President. Normally, the Appeal Committee will render its decision within two (2) months of being struck.

Appendix B

Major Stages of the CRC Process and Associated Timeframes

The CRC Nomination process is extensive and lengthy. Please find below the major stages of the nomination process in chronological order with accompanying **general** timeframes for completion.

Stage	Major Stages	Timeframe
1	VP (A&P) consultations with President and with Deans to discuss CRC vacancy	2 weeks
2	Internal Call for LOIs and simultaneous LOI Review Committee population	2 months
3	LOI Review Committee meets to discuss procedures and review LOIs	2 weeks
4	Deans (and potential internal retention candidates) present LOIs to LOI Review Committee	2 weeks
5	LOI Review Committee meets to make decision and make recommendation to VP (A&P) and President	2 weeks
6	SRC meets to determine CRC Selection Committee composition and subsequent Committee population	3 weeks
7	CRC Selection Committee meets to determine CRC criteria, advertisement, and recruitment timelines	2 weeks
8	Advertisement finalized	1 week
9	External advertisement	3 months
10	CRC application intake and CRC Selection Committee shortlist meeting	2 weeks
11	Interview candidates, candidates meet with proposed departments, CRC Selection Committee recommendation to VP (A&P), subject to final approval of President	1 month
12	Offer of appointment made by VP (A&P)	1 week
13	Dean negotiates conditional contract of employment in consultation with VP (A&P)	2 weeks
14	CRC Nomination process and submission	6 months
15	CRC decision	6 months
16	CRC public announcement	6 months

Appendix D: EDI Action Plans Consulted

In developing the Brandon University Canada Research Chairs Equity, Diversity, and Inclusion Action Plan, several Action Plans from other universities were reviewed including:

- University of Victoria;
- Ryerson University;
- York University;
- Concordia University;
- The University of Winnipeg; and
- University of Regina.