

## **BRANDON UNIVERSITY CANADA RESEARCH CHAIRS (CRC) NOMINATION AND RENEWAL PROCEDURES**

The [Canada Research Chairs Program](#) (CRCP) offers [eligible Canadian degree-granting institutions](#) the opportunity to nominate a diverse cadre of outstanding researchers for professorships in areas that will further the institution's strategic research plan and enable them to maximize their contributions as centres of research and research training.

Brandon University has an allocation of [five Tier 2 Canada Research Chairs](#). The CRC nomination process, from the initial stage of an available Chair to the 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, [Brandon University Strategic Research Plan](#), Agreement between Brandon University and Brandon University Faculty Association Collective Agreement (BUFA CA), Article 7.19 (Appendix A), and institutional practices. An overview of the internal process, requirements, and other relevant information follows.

When a CRC vacancy arises, the President and the Vice-President (Research & Graduate Studies) (VPRGS) will meet to determine the tier, duration, equity target-setting requirements, specific area of research of the available CRC allocation, and, if applicable, the [corridor of flexibility](#). Recruitment for potential candidates will, normally, be open to both internal and external applicants. The President and VPRGS will then meet with the Deans to discuss the group's recommendation. Following consultation with the Deans, the VPRGS will notify the Senate Research Committee, who will move forward with the next stages in the CRC nomination process.

### **EQUITY, DIVERSITY, AND INCLUSION (EDI)**

The Government of Canada and the Canada Research Chairs Program (CRCP) are committed to excellence in research and research training for the benefit of Canadians. Achieving a more equitable, diverse and inclusive Canadian research enterprise is also essential to creating the excellent, innovative and impactful research necessary to seize opportunities and for responding to global challenges. As such, the program is committed to the federal government's policies on non-discrimination and [employment equity](#).

Participating institutions administer funds in partnership with the agencies and the Tri-Agency Institutional Programs Secretariat (TIPS). Therefore, all institutions that accept agency funding must make concerted efforts to meet their equity and diversity targets, and provide a supportive and inclusive workplace. This supports the goals of equity, diversity and inclusion within the CRCP and the broader Canadian research enterprise.

### **Brandon University EDI Commitment Statement**

Brandon University is committed to equity, diversity, and inclusion in the workplace and we regard individual merit as the prime criterion for the treatment of current faculty and staff and for the employment of new faculty and staff. Equity is deeply embedded in our hiring practices and diversity welcomed. We are committed to the values of openness, fairness, and tolerance. We are committed to ensuring that candidates are not advantaged or disadvantaged, whether they are from a dominant or marginalized group or based on protected characteristics, as outlined in the Human Rights Code. By extension, this commitment encompasses the Canada Research Chairs Program and the management of our institutional allocation.

Brandon University's [Public Accountability and Transparency Requirements](#) includes information on institutional EDI policies and procedures as well as the Brandon University EDI Action Plan. The purpose of the Action Plan and its associated objectives is first, to ensure BU sustains or exceeds its participation targets for individuals from the four federally designated groups among BU CRC allocations and second, to create a university-wide culture that sustains and encourages equity, diversity, and inclusion across the University community.

### **Target-Setting Requirements**

Brandon University must establish equity and diversity targets to ensure the CRCP benefits from equity, diversity, and inclusion, and that individuals from the four designated groups (women, persons with disabilities, Indigenous peoples, and racialized minorities) participate in the Program. The CRCP target-setting methodology is based on Canada's population for each of the four designated groups in the program. The CRCP monitors the institutions' progress toward meeting their established targets. Failure to participate in the target-setting exercise will result in the suspension of payments to the institution.

### **Recruiting and Nominating Canada Research Chairs**

All Canada Research Chair positions must be filled using the [Requirements for Recruiting and Nominating Canada Research Chairs](#) guidelines, which are based on the principles of openness, transparency, and accountability.

## **CANADA RESEARCH CHAIRS NOMINATION CRITERIA**

### **From the CRCP 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; and
- be proposing an original, innovative research program of high quality.

## STAGES OF THE CRC NOMINATION PROCESS

The CRC Nomination process is extensive and lengthy. Below are the major stages of the process in chronological order with accompanying **general** timeframes for completion.

Stage #	Major Stages	Timeframe
1	VPRGS notifies Senate Research Committee (SRC) of CRC vacancy	2 weeks
2	President and VPRGS meet to determine CRC type	1 month
3	President and VPRGS meet with Deans to discuss CRC type	2 weeks
4	VPRGS informs the Senate Research Committee of the CRC type	1 week
5	<p>SRC meets to determine CRC Selection Committee composition (suggested):</p> <ul style="list-style-type: none"> <li>• VPRGS or designate, Chair, ex officio, votes in cases of a tie</li> <li>• 3-5 faculty members with <b><u>strong research program</u></b>, considering research area</li> <li>• Diversity and Human Rights Advisor, ex officio, non-voting</li> <li>• Manager of Research Services, ex officio, non-voting</li> <li>• Administrative Officer to the VPRGS, administrative support, non-voting</li> </ul> <p><i>Note: Committee shall be comprised of at least 75% academic members, exclusive of Chair.</i></p>	3 weeks
6	CRC Selection Committee populated	2 weeks
7	CRC Selection Committee establishes CRC criteria, develops advertisement, and determines recruitment process and timelines	1 month
8	University advertises CRC position externally and internally	3 months
9	CRC Selection Committee meets to review applications and shortlist	2 weeks
10	CRC Selection Committee interviews candidates and makes recommendation to VPRGS	1 month
11	VPRGS makes conditional offer of appointment to candidate, subject to final approval of the President	1 week
12	VPRGS notifies SRC, CRC Selection Committee, and Dean of offer results	1 week
13	Dean negotiates conditional contract of employment with candidate in consultation with VPRGS	2 weeks
14	University submits CRC nomination	6 months
15	Tri-Agency Institutional Programs Secretariat notifies University of results	6 months
16	Tri-Agency Institutional Programs Secretariat makes public announcement alongside institutional announcement	6 months

*Note: If either the VPRGS does not accept the CRC Selection Committee's recommendation or the President does not approve the nomination, the search will be considered failed or under exceptional circumstances, the search may be extended. In cases of a failed search, the process will start over.*

### CRC Nomination Process

Complete information on the [CRC Nomination Process](#) is found on the CRC Program website.

## CANADA RESEARCH CHAIRS RENEWAL CRITERIA

### 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 year six, the Chairholder and respective Dean will be contacted by the Manager of Research Services regarding the renewal process. In applying to renew a Tier 1 Chair, the institution must clearly demonstrate that the Chairholder:

- 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; 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.

## BRANDON UNIVERSITY CRC RENEWAL NOMINATION

The VPRGS will notify the Senate Research Committee at the start of a renewal process. *Application for renewal shall be on the recommendation of the Senate Research Committee to the President or designate (BUFA CA, 7.19, b, viii).* Approval of the renewal nomination is subject to the final approval of the President or designate. The Chairholder will be notified of the results of the LOI submission no less than six (6) months prior to the renewal nomination deadline set by the CRC Program.

### Letter of Intent (LOI) to Renew

The Manager of Research Services will notify the Chairholder and associated Dean regarding the CRC LOI to Renew requirements and timeline. Notification will normally occur in year four of the Chairholder's term. Renewal nominations for both Tier 1 and Tier 2 Chairs must be submitted to the Tri-Agency Institutional Programs Secretariat (TIPS) at least six months prior to the end date of the Chairholder's term. The Chairholder shall submit an LOI to Renew to the Dean. The Dean shall forward the LOI to Renew along with a letter of support to the VPRGS and MRS by the deadline. The LOI to Renew submission will be brought forward to a sub-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 Chair will strike a committee from the existing membership that, normally, includes one member from each Faculty/School and the VPRGS or designate.

#### **LOI to Renew Submission Requirements**

- 12 font, Times New Roman, and page numbered

- 1. Letter of Support from the Dean (two (2) page maximum)**
- 2. Summary of major accomplishments as CRC to-date shall include (three (3) 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 at BU, regionally, nationally, and abroad; 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 (1) page maximum)**
- 4. Proposed research program for the second five-year term of the CRC shall include (three (3) 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;
  - Outline opportunities for collaboration with other researchers working in the same or related areas at BU, regionally, nationally, and abroad;
  - 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 (two (2) page maximum)**

Outline the fit of the CRC Renewal with the [BU Strategic Research Plan](#), including Research Principles, Research Theme(s), and Research Priorities.

6. [Canadian Common CV](#) or comparable CV

## DEADLINE

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

## STAGES OF THE CRC RENEWAL NOMINATION PROCESS

The CRC Renewal process is extensive and lengthy. Below are the major stages of the process in chronological order with accompanying **general** timeframes for completion.

Stage #	Major Stages	Timeframe
1	VPRGS notifies SRC at the start of renewal process	1 week
2	MRS notifies Dean and Chairholder of LOI to Renew requirements and timeline	6 months
3	SRC CRC Sub-Committee reviews renewal package and makes recommendation to President or designate	2 weeks
4	President makes decision, considering SRC recommendation, and communicates decision to VPRGS who notifies Dean, Chairholder, and SRC	2 weeks
5	MRS starts formal CRC Renewal Process with Chairholder	6 months
6	University submits Renewal nomination	6 months
7	Tri-Agency Institutional Programs Secretariat notifies University of results	6 months
8	Tri-Agency Institutional Programs Secretariat makes public announcement of results alongside institutional announcement	6 months

### CRC Renewal Process

The complete [CRC Renewal Process](#) is found on the CRCP website.

## **APPENDIX A**

### **Agreement between Brandon University and Brandon University Faculty Association Collective Agreement, April 1, 2019 to March 31, 2023, Article 7, Section 7.19**

#### **7.19 Canada Research Chairs**

(a) Canada Research Chair (CRC) holders shall be required to teach three (3) credit hours as part of their standard 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 for a maximum standard teaching workload of nine (9) credit hours. Such Members are also responsible for Service. In no circumstance shall Canada Research Chair holders teach on an overload basis (see also Article 21).

(b) Successful Nominations for a Canada Research Chair appointment, whether internal or external, shall be placed in a Full-Time Canada Research Chair Appointment. Procedures for selecting Nominations under the Canadian Research Chairs Program will include the following:

(i) The Vice-President will advise the Senate Research Committee, in writing, when a Canada Research Chair vacancy 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. At least one current or past CRC holder will normally sit on the Selection Committee. The Selection Committee Chair will ensure that the search is conducted in a manner consistent with best hiring practices, the letter and spirit of Article 7 and Article 31 of the Collective Agreement, as well as the University's CRC Equity, Diversity, and Inclusion Action Plan.

(iii) The Selection Committee will make a recommendation to the Vice-President who may only offer an appointment to an individual pending a successful CRC Nomination. If the Vice-President does not accept the recommendation, they shall provide the Committee with reasons and the process shall be repeated. An offer of conditional 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 the success of the institution's Canada Research Chair Nomination.

(vi) If the successful 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 Chairholder once the contract has been signed.

(viii) Eligibility for renewal of a Canada Research Chair is subject to the approval of the Canada Research Chair program. Application for renewal shall be on the recommendation of the Senate Research Committee to the President, or designate. This recommendation, and notification to the Chairholder, must occur no less than six (6) months before the Renewal Nomination deadline set by the CRC Program.

(ix) No Member on a tenure-track, tenured, or term contract shall be displaced from their position or have their 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 by the University 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.