



UNIVERSITY OF VICTORIA

MANAGEMENT OF CANADA RESEARCH CHAIR ALLOCATIONS

PURPOSE

The intent of the UVic Management of Canada Research Chair Allocations guidelines is to ensure that UVic's Canada Research Chairs (CRC) processes directly address the CRC program requirements for research excellence, equity, diversity and inclusion, in alignment with the UVic 2016-2021 [Strategic Research Plan](#) (SRP) and the UVic 2015-2020 [Employment Equity Plan](#). The goal is to ensure that UVic makes the best strategic use of its CRC allocations to fulfil UVic's research mission in pursuit of research excellence. Equity underlies and is a pre-condition for excellence, and excellence is furthered by a diversity of people, perspectives and experiences.

BACKGROUND

The Canada Research Chairs Program (CRCP) was created in 2000 as part of a national strategy for recruiting and retaining the best researchers that in turn would contribute to Canada's place as one of the world's top countries in research and development. The CRC program invests approximately \$265 million per year, and is founded upon an uncompromising commitment to excellence in research and research training. Chairholders are selected to achieve research excellence, to improve our depth of knowledge and quality of life, to strengthen Canada's international competitiveness, and to help train the next generation of highly skilled people.

The CRCP offers universities the opportunity to nominate outstanding researchers for senior professorships in areas that will further the institution's research strategy, and enable them to maximize their contributions as centres of research and research training. Research excellence at UVic is partly demonstrated by our CRCs who excel at a national and international peer-reviewed level across UVic faculties and disciplines and are significant contributors to the university's dynamic capabilities for research. The strategic priorities of the SRP focused on research excellence and improving competitiveness through differentiation and specialization, require that we carefully allocate CRCs to achieve maximum impact, otherwise these priorities will not be achieved.

As a commitment to the federal government's policies on non-discrimination and employment equity, the CRCP requires that the recruitment and nomination processes for chair positions are transparent, open and equitable, and expects that all institutions make concerted efforts to meet their equity and diversity targets, and provide a supportive and inclusive workplace.

GUIDELINES FOR INTERNAL SELECTION

The decision making process for recruiting and renewing CRCs detailed in these guidelines, are additional to processes and procedures already in place to ensure equitable and transparent recruitment for all UVic faculty, as set out in the [Faculty & Librarian Recruitment Handbook](#) (2017), the [Collective Agreement](#) (2015), UVic's [Employment Equity Policy](#) and the UVic [Employment Equity Plan](#) 2015-2020.

A. CRC Distribution – Selection of Research Area

- i) Whether through new allocation, resignation, non-approval, non-renewal, or completion of the final CRC term, all Tier 1 and 2 CRC positions are returned to the central pool for redistribution per the competitive CRC allocation process.
- ii) The Vice-President Research (VPR) and Vice-President Academic and Provost (VPAC) will launch, as required, calls for proposals to identify research areas for vacant CRCs.
- iii) UVic will use CRC positions for emergency retentions (i.e., where a position is offered without a competitive process to an individual to retain them within the institution) in very exceptional circumstances with justification provided to the VPR and VPAC.
- iv) All academic units, research entities of UVic, and Senate-approved research centres, can submit a proposal through a Faculty. Multi-Faculty proposals will be also accepted.
- v) Deans will review, rank and submit the proposals to the Vice-President Research (VPR) with a covering memo describing their recommendations, based on the SRP and Faculty priorities.
- vi) Proposals will be evaluated by the [Institutional Research Review Committee](#) (IRRC). The IRRC will use the following criteria in alignment with CRC and SRP priorities:
 - Quality of the proposed research program
 - original, innovative research program of the highest quality
 - potential to achieve international recognition in this field in the next five to ten years
 - potential to attract excellent trainees, students and future researchers
 - the recruitment of a Chair in this particular research field is critical to the development of UVic and Canadian research
 - potential to create competitive or comparative advantage over research programs at other institutions
 - Quality of the institutional environment
 - previous development and investment in the research area (investment in faculty members, development of graduate programs, research centres, etc.)
 - existing relevant research equipment/facilities
 - strengths of the institution's researchers in the proposed area
 - opportunities for collaboration with other researchers working in the same or related areas at UVic, in the same region, within Canada and abroad
 - Quality of the institutional commitment
 - planned investments in the research area (additional faculty members, new programs, space, new facilities, etc.)
 - planned investments to the CRC (funding, space, admin/technical support, etc.)
 - Quality of fit of the proposed area with the institution's strategic research plan
 - Alignment with SRP dynamic research capabilities.
- vii) The IRRC will forward the evaluations and recommendations to VPR and VPAC.
- viii) VPR and VPAC will allocate the research area(s) for the new CRC(s), taking these recommendations into account.

B. Selection of CRC Candidate

- i) A CRC position posting will be developed by the Department with VPAC and VPR approval. The position will be open to external and internal candidates. Although Tier II chairs are not considered a pathway to Tier 1 chairs, Tier 2 chairholders are welcome to apply and compete for a Tier 1 vacancy as an advancement. A CRC position will be

used to retain internal candidates only in extraordinary circumstances with justification provided by the Search Committee.

- ii) In all advertising, the Search Committee will use language that is inclusive, ungendered and unbiased. Advertising will also recognize the potential impact of career interruptions. Advertising for all of the positions will include the following equity statements:

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Indigenous Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University. Persons who anticipate needing accommodations for any part of the application and hiring process, may contact the Equity and Human Rights Office. Any personal information provided will be maintained in confidence.

The University of Victoria acknowledges the potential impact that career interruptions can have on a candidate's record of research achievement and encourages applicants to explain in their application the impact that career interruptions may have had on their record of research achievement.

In the case of advertising for Tier 2 CRC, the following statement will be included, clarifying the eligibility criteria:

Tier 2 chairs are intended for exceptional emerging scholars (i.e., candidates must have been an active researcher in their field for fewer than 10 years at the time of nomination). However, applicants who are more than 10 years from having earned their highest degree (and where career breaks exist, such as maternity, parental or extended sick leave, clinical training, etc.) may have their eligibility for a Tier 2 chair assessed through the program's Tier 2 justification process. Please contact the Institutional Programs office for more information. Please consult the Canada Research Chairs website for full program information, including further details on eligibility criteria.

- iii) A Search Committee will be created following the Faculty & Librarian Recruitment Handbook, and adding a representative from VPR (normally the Director, Institutional Programs or a designate) as an observer and a resource to the committee.
- iv) The search committee will:
- have representation from designated groups;
 - understand equity and unconscious biases through available [training](#) and [tools](#);
 - be made aware of any representation gap among UVic's CRC chairholders and of UVic's strategy to address any underrepresentation (detailed in UVic's December 2017 CRC Equity Action Plan) as per the CRCP target-setting exercise;
 - engage the Manager, Equity and Human Rights for consultation as required at all stages of the process.
- v) The Search Committee will use the CRC criteria as part of their evaluations:
- 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 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.
- vi) The Search Committee will also follow the CRC [“Guidelines for Ensuring a Fair and Transparent Recruitment and Nomination Process”](#) and the CRC requirement to meet equity targets for representation from the four designated groups among chairholders (women, persons with a disability, Aboriginal Peoples, and visible minorities).
- vii) The Search Committee will recommend a candidate to VPR and VPAC for their approval.
- viii) If a Search Committee’s recommendation requires UVic to exercise a [corridor of flexibility](#), this information will be included for decision by the VPR and VPAC.
- ix) Dean(s) and Department Chair(s) will negotiate an offer to the selected candidate, in a process coordinated by VPAC and with the input of VPR’s Institutional Programs group.
- x) UVic’s policies on [Employment Equity](#) and [Employment Accommodation](#) ensure candidates from the four designated groups (women, persons with disabilities, Aboriginal Peoples, and visible minorities) are not disadvantaged in these negotiations.

C. Renewal of CRC

- i) One year before the end of their term, chairholders willing to renew their CRC will request approval to renew from VPR and VPAC according to the following process:
 - The chairholder submits a CRC Performance Report to the Department;
 - The Department’s Appointment, Reappointment, Promotion and Tenure (ARPT) committee makes a recommendation (to renew or not) to the Dean using CRC renewal criteria, and publication and funding productivity;
 - The Dean makes a recommendation to VPR and VPAC.
- ii) Tier 2 CRCs are eligible to only one renewal of their 5 year term.
- iii) Tier 1 CRCs are allowed to renew once their initial 7 year term, and only in exceptional cases will they be allowed to renew more than once.
- iv) The decision on renewals will be aligned with UVic’s strategy to address any representation gap for the four designated groups (women, persons with disabilities, Aboriginal Peoples, and visible minorities) that the university may have.

D. Nomination of CRC

- i) The Institutional Programs unit in the Office of Research Services will coordinate and support the nomination of the candidate.

- ii) The Department will provide content and approval to the sections describing institutional environment and commitments.
- iii) In order to guarantee a robust research package, the use of CRC funds to support the salary of the chairholder will be limited to 75% for Tier 1 chairs and 60% for Tier 2 chairs. The balance of the funding from the CRC Program will be dedicated to eligible research costs.
- iv) CRC chairholders will receive teaching release equivalent to 50% of the normal teaching load in their home Faculty, as part of their Chair package.
- v) CRC chairholders will be released from major administrative roles within the Department such as serving as Graduate Advisor, or Undergraduate Advisor, and at the Faculty level, such as serving as Associate Dean, or other Chair/Director positions.
- vi) The Dean and Chair/Director will approve the final version, confirming commitments.
- vii) The VPR and VPAC will approve the submission of the nomination to the CRC secretariat.

E. Loss of a Chair due to the Re-allocation Process

- i) In the case of a chair lost due to the CRC re-allocation process, the VPR and VPAC will decide which chair will be returned.
- ii) VPR and VPAC will also decide if the [phase out mechanism](#) will be requested.
- iii) The Associate VP Research, Associate VP Research Operations, Associate VP Academic Planning, Associate VP Faculty Relations, and the Deans will be consulted.
- iv) In order to minimize the impact, the criteria to be used will include:
 - Availability of vacant chairs
 - Use of flexibility corridor
 - Portion of Term left
 - Impact on research activity, in alignment with the Strategic Research Plan
 - Impact on students and other personnel
 - Economic impact on Department, Faculty and University.

RELATED DOCUMENTS AND POLICIES

[Faculty & Librarian Recruitment Handbook, 2017](#)

[Collective Agreement, 2015](#)

[Employment Equity Plan, 2015-2020](#)

[Strategic Research Plan, 2016-2021](#)

[Policy HR6100: Employment Equity](#)

[Policy HR6115: Employment Accommodation](#)

[Policy HR6110: Guidelines on Preferential or Limited Hiring](#)