

2018

COMPETITION for Internal Nominees for Two Tier 2 Canada Research Chairs:

Tier 2 SSHRC in Indigenous Studies
Tier 2 CIHR or SSHRC in Global Health

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2018
**COMPETITION for Internal Nominees for Two Tier 2 Canada Research Chairs
at Queen's University**

1. General:

--Deadline for proposals from Deans: **Wednesday February 14, 2018**

--Deadline for submission of proposals to Deans: to be set by each Dean

Please note that internal nominees must apply to the CRC Secretariat (TIPS) for approval of the Chair after being allocated a CRC position through this process.

It is expected that the approved nominees for these two CRCs will submit nomination packages to TIPS for the April 2018 deadline. Decisions are expected November 2018.

--CRCs available (2):

-One Tier 2 SSHRC CRC in Indigenous Studies

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-One Tier 2 CIHR or SSHRC CRC in Global Health

2. Equity Considerations:

- a) Nominations from all qualified individuals are welcomed. Queen's University is committed to employment equity and diversity in the workplace and encourages applications from equity-seeking groups including women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

- b) Deans and Department Heads are encouraged to actively seek nominations through venues intended to reach candidates from equity-seeking groups.

- c) All nominations for internal candidates **must** be accompanied by a completed and signed Appendix A.

3. What is a Tier 2 Canada Research Chair?

--**Tier 2 Chairs**, tenable for a maximum of two five year terms, are for exceptional emerging researchers, acknowledged by their peers as having the potential to lead in their field. Approval to submit a nomination for the second term is at the discretion of the University.

4. Eligibility and Granting Council Affiliation:

--Tier 2 Chairs

Nominees for Tier 2 positions must be emerging scholars. They should be assistant or associate professors, or possess the necessary qualifications to be appointed at these levels.

--Tier 2 Justification

Universities must justify nominating to a Tier 2 Chair a professor or a researcher who is more than ten years from their highest degree at the time of nomination. In these cases, a formal justification must be submitted to the Chairs Secretariat by the university to explain why (e.g., maternity/paternity leave, extended sick leave, clinical training, breaks in career) the nominee is more than ten years from his/her highest degree.

At Queen's, Canada Research Chairs will normally hold a standard operating grant as Principal Investigator from the granting agency affiliated with the Chair (CIHR, NSERC, or SSHRC). Internal nominees are expected to meet this standard prior to nomination to the CRC Secretariat.

--Granting Agency Affiliation

If a candidate holds grants from more than one of the three granting agencies, the final determination of granting agency affiliation is made by the presidents of the granting agencies. In the past, these decisions have been made with great attention and care and are based on the depth and breadth of the relationship with each agency. For example, if a researcher has long held NSERC grants and recently also was awarded a CIHR grant, the researcher would be eligible only for an NSERC CRC.

For more information regarding eligibility please see **14.** below.

5. Deadlines:

a) Stage 1 (submissions from Departments/Units to Deans):
deadlines to be determined by each Dean

b) Stage 2 (submissions from Deans to the Queen's CRC Executive Committee):
Wednesday February 14, 2018

No extensions permitted, to ensure Committee members have time to adequately review the submissions.

6. Decisions:

The Queen's CRC Executive Committee is scheduled to meet Wednesday February 21, 2018 to review the submissions.

Decisions are expected to be disseminated to Deans no later than February 23, 2018.

7. Nominations to CRC Secretariat:

- April 2018 with decision November 2018

--Internal Tier 2 (total of \$100,000 per year)

8. It must be noted that the CRC funds are primarily to support salary and benefits of the chairholder. It is expected that the chairholder will have significant other sources of funding to support his/her research program, and will have further opportunities to obtain funds from the granting councils.

9. Teaching Responsibilities:

During the term of the Chair, internal nominees will be eligible for teaching reductions that result in teaching responsibilities that are at least 25% less than the norm in the chairholder's unit.

The Nomination Process

10. Notification of Deans:

URS sends an email on behalf of the VP(R) that includes details of the competition process to Deans and the related Vice/Associate Dean(s) (Research).

Faculty of Arts and Science: Crow/Jessup/Mosey

Faculty of Education: Luce-Kapler/Klinger

Faculty of Engineering and Applied Science: Deluzio/Fam

Faculty of Health Sciences: Reznick/Deeley

Faculty of Law: Flanagan/Karton

School of Business: Saunders/Chan

11. Notification of Faculty Members:

Each Dean or applicable Vice/Associate Dean (Research) ensures this document is distributed to all faculty members in the Faculty, along with any relevant Faculty-specific information.

Each Dean or applicable Vice/Associate Dean (Research) will also forward this document and any relevant Faculty-specific information to Faculty-based venues intended to reach prospective candidates from equity-seeking groups.

12. Listserve Announcement:

An announcement of the competition will be broadcast on the URS listserv by University Research Services.

13. Announcement sent to On-campus Groups:

Notice of the competition will be sent to the following on-campus groups (list provided by the Queen's Equity Office)

- Ban Righ Centre
- Equity Office
- Human Rights Office
- Indigenous Initiatives Office
- International Centre
- Women in the School of Computing group

14. Consideration of Nominees:

Any faculty member who meets the CRC and Queen's *eligibility criteria* (see section 4) will be considered. Candidates may self-identify to their Head or Dean or be nominated, with the candidate's permission, by faculty members, Heads, or Deans.

15. Form of the Submissions:

(i) **Strategic Benefits and Suitability of Nominee** document

- (up to 1 page) describe the current research environment, including:
 - a) Queen's strengths in the proposed field of study in a national and international context;
 - b) opportunities for the nominee to collaborate with other researchers working in the same or related areas at Queen's, in Canada, and internationally; and
 - c) how the field aligns with the priorities and strategic research themes, clusters and signature programs identified in the Queen's Strategic Research Plan (up to 1 page).

A copy of the SRP is available at:
<http://www.queensu.ca/strategicplanning/research>
- (up to 1 page) provide evidence that the nominee is an exceptional emerging researcher and acknowledged by peers as having the potential to lead in the proposed field of study (**evidence of past and potential leadership in the field and at Queen's will be important evaluation considerations**)
- (up to 1 page) demonstrate how providing the nominee with a Canada Research Chair will help grow the field of research at Queen's, nationally, and internationally

each document is to be signed by the Relevant Head(s)

(ii) **CV**

- a current long form academic CV (full citations, including order of authorship as published and a description of the order of authorship conventions in the field; **students supervised by the candidate are to be clearly distinguished in the publications list**)

(iii) **Teaching Interests**

- (up to 1 page) statement of the nominee's teaching experience and interests

- (iv) **Statement of equity considerations**, if any
(up to 1 page)

Note: Submissions are to respect all page limits and include only the information described in section 15. If additional information is submitted it is to be removed prior to consideration by Appointments Committees and will be removed before the submissions are provided to the Executive Committee members for review.

16. Assessment Criteria:

When assessing submissions, Departmental Appointments Committees, Deans, and the CRC Executive Committee will take into consideration the following:

- a) The strategic value to the University of allocating a CRC to the proposed field of research and to the nominee. Canada Research Chairholders at Queen's University will be expected to provide the leadership required to further develop the research program in the Research Cluster(s) in which their research fits. In addition to the research excellence of the nominee, **proven and potential ability to provide research leadership to the field and at Queen's will be important considerations** in the selection of those to be nominated for CRCs by Queen's.
- b) Tier 2 nominees are to:
 - i) be recognized as excellent emerging researchers who have demonstrated particular research creativity (or, if the Nominee is a recent graduate, a superior record of research accomplishments arising out of the doctoral and/or postdoctoral period);
 - ii) be likely to achieve increased international recognition as a leader in the field in the next five to ten years;
 - iii) be likely to attract an increasing number of excellent trainees;
 - iv) have the ability to provide research leadership and foster growth within the identified Research Cluster(s) at Queen's;
 - v) be likely to stimulate innovative approaches to teaching in the field.

Note that the Strategic Benefits and Suitability of the Nominee document (see section 15) will form an important part of the Executive Committee's evaluation.

17. Review by Appointments Committees (internal nominees):

Nominations for internal QUFA candidates are to be considered by the relevant Appointments Committee constituted by the normal unit-based process under article 25 of the Collective Agreement. Internal non-QUFA candidates are to be considered by Appointments Committees constituted in a manner consistent with Committees

constituted for consideration of external candidates who would not be members of QUFA.

Appointments Committees will forward recommendations and equity considerations, if any, to the relevant Dean.

The Appointments Committee will also forward to the Dean a completed Appendix A signed by the Committee's Employment Equity Representative.

18. Review and Recommendations from Deans:

Deadline: Wednesday February 14, 2018

IMPORTANT NOTE:

Nominations for internal candidates that are not accompanied by a signed Appendix A will **not** be considered by the CRC Executive Committee.

a) Dean's Letter of Recommendation

Each Dean will assess submissions against the criteria in section 16, taking equity considerations into account. The letter should be addressed to John Fisher and submitted to Rebecca Kinsella (see section 21 for contact details).

The Deans will be responsible for ensuring that each recommended internal candidate meets the assessment criteria in section 16 b).

Each Dean will submit a single letter recommending submissions to the maximum number shown in section 1.

The Dean's letter should not exceed **2 pages** (an additional page is permitted when 2 nominees are being recommended).

The Dean's letter of recommendation will:

- demonstrate the strategic benefits to Queen's and the Faculty(s) of the allocation of a CRC Tier 2 to the nominee, taking Faculty plans into consideration
- confirm that the nominee is endorsed by the relevant Head(s) of Unit/Department
- demonstrate that each recommended candidate meets the eligibility criteria in section 4
- demonstrate that each recommended candidate meets the criteria in section 16b
- list the names of all candidates recommended by Appointments Committees but not recommended by the Dean
- provide reasons for not recommending to the Executive Committee any candidate recommended by an Appointments Committee who is female and/or

has self-identified as belonging to one of the equity-seeking groups designated under Article 24 of the *Collective Agreement*

- list the faculty-based venues intended to reach prospective candidates from equity-seeking groups to which the notice of competition was sent, if any

The Dean may choose to prioritize some or all of the recommended nominees, but prioritization is not required.

b) Nomination packages for internal candidates:

For each recommended internal candidate the Dean will submit the information described in section 15 plus a completed and signed Appendix A.

Note: Any additional materials submitted will be removed prior to distribution to the CRC Executive Committee members.

19. CRC Executive Committee Decisions:

The Executive Committee will consider the Deans' letters of recommendation and recommended candidates at its meeting scheduled for **Wednesday, February 21, 2018**.

Any candidate selected by the Executive Committee must meet the selection criteria in Section 16. The Committee's decisions may be subject to conditions.

Deans will be notified of the Committee's decisions by **Friday February 23, 2018**.

20. Submission to the CRC Secretariat:

The selected nominees for the Tier 2 CRCs will prepare a nomination package for April 2018 submission to TIPS. Decision expected November, 2018.

APPENDIX A

Appointments Committees Checklist for all Internal CRC Candidates

To be completed and signed by the Appointments Committee Employment Equity Representative.

- An Employment Equity Representative (EER) has been appointed to the Committee.
- Faculty members on the CRC internal appointments committee have completed the requisite training provided by the Equity Office.

Note: All members of Appointments Committees for QUFA candidates are required to have equity training and one member must have Employment Equity Representative training; at least one member of Appointments Committees for non-QUFA candidates must have Employment Equity Representative training and other members are encouraged to have equity training.

Information regarding appropriate training is available from the Equity Office.

- The EER has submitted **PART A of the Internal CRC Equity reporting form** to the Equity Office.
- An invitation to self-identify was sent to all nominees by the EER (contact the Equity Office for more information).
- Self-identification information, if any, was picked up by the EER from the Equity Office.
- The EER has ensured appropriate use of the self-identification information.
- The EER has returned the self-identification information, if any, to the Equity Office.
- The EER has returned a completed **Part B of the Internal CRC Equity reporting form** to the Equity Office.

Date

Name of ERR (please print)

Signature

APPENDIX B

CRC Executive Committee Checklist for all Internal CRC Candidates

To be completed and signed by the Employment Equity Representative to the CRC Executive Committee (either the Director or Associate Director of the Queen's Human Rights Office).

- All voting members of the CRC Executive Committee have completed Equity training provided by the Equity Office.
- Deans have provided reasons for not recommending to the Executive Committee any female candidates and any other candidates who have self-identified as belonging to one of the equity seeking groups under Article 24 of the Collective Agreement.
- Deans have submitted a completed and signed Appendix A for all nominations for internal candidates.
- The Equity Office has provided equity related guidance to the Deans and to the CRC Executive Committee.
- Equity related guidance has been followed appropriately by the CRC Executive Committee.

Date

Name of ERR for the Executive Committee

Signature