

Standard Operating Procedure for the Allocation of Canada Research Chair

Category: Research Policy

Approval: Senate and Board of Governors

Responsibility: Office of Research and Innovation

Date: October, 2017

The Vice-President, Research and Innovation (VPRI) is responsible for managing Trent University's allocation of Canada Research Chairs (CRC) including the implementation and administration of the University's "Equity Action Plan". Managing Trent's allocation includes tracking of regular and special chairs, reclaiming lost chairs or deactivating chairs lost as part of the reallocation exercise, establishing and monitoring equity targets, managing the corridor of flexibility, and reporting to the Tri-Agency Institutional Programs Secretariat.

On an annual basis, the VPRI will draft a CRC Strategic Planning document, endorsed by the Research Policy Committee, for presentation to PVP which will include:

- The start and end dates of all assigned CRCs;
- Renewal dates for both Tier I and Tier II assigned CRCs;
- A list of unfilled chairs or chairs available for reallocation;
- The status of special chairs;
- An update on the corridor of flexibility;
- A report on Trent University's equity targets, identification of gaps and the status of the Equity Action Plan;
- Recommendation for allocations and reallocations including alignment with the Strategic Research Plan and the Equity Action Plan.

The President/Vice-President Executive Committee (PVP) is responsible for the allocation of all Canada Research Chair positions and the Equity Action Plan. The President/Vice-President Executive Committee (PVP) comprises of the President and Vice-Chancellor, University Secretariat, Provost and Vice-President (Academic), Vice-President (Finance and Administration), Vice-President (External Relations and Advancement), and the Vice-President (Research and Innovation). PVP will review the planning document and assign future allocations and reallocations (i.e. split a Tier I into two Tier IIs, use the corridor of flexibility to make a special chair a SSHRC chair, remove or keep an allocation within a faculty, etc.).

PVP will issue an internal call for proposals to nominate a Canada Research Chair. The call will be issued to all department chairs, program directors, and research organizations. The call for proposals will require statements about the advancement of the Strategic Research Plan and the Equity Action Plan.

PVP will constitute a CRC allocations Committee which will include the VPRI (chair), a representative from the External Relations and Advancement Office, a representative from the Research Policy Committee, a Dean (selected by the Dean's), and the Director, office of Research (who will fulfill an advisory/secretary role).

The CRC Allocations Committee will review all proposals to nominate/host a CRC and make a recommendation to the PVP. PVP will review the recommendations and either award the opportunity to the nominate to a specific strategic area, research organization or department, or ask the CRC allocations Committee to review the proposals a second time. PVP can also ask that the internal call be reissued to include additional selection criteria.

PVP will advise the CRC allocations Committee of their decision. The decision will be communicated to the Provost's Planning Group (PPG) by the provost. The VPRI will communicate the decision to the Research Policy Committee. The Office of Research will prepare a letter to be signed by the President awarding the opportunity to nominate/host a CRC. The Office of Research will also notify all those unsuccessful in securing the right to nominate and provide feedback from the CRC allocations Committee with a view to strengthening future submission.