

Guidelines for the Renewal of University of Saskatchewan Canada Research Chairs

Principles and Process

The University of Saskatchewan is allocated a limited number of Canada Research Chairs (CRCs). These CRCs are used to advance the university's strategic research priorities, which may change from time to time. Consequently, there is no automatic renewal of any CRC. All requests to renew a CRC undergo an internal peer review during which the renewal candidate must demonstrate both excellence in their field and outstanding leadership within the University. (Please see attached *Template: Internal Canada Research Chair Renewal Request*.)

The UofS' internal CRC review process is consistent with the overall CRC program renewal process managed by the CRC Secretariat in Ottawa. Key to this process is the CRC Advisory Committee, consisting of senior faculty members (one representing each of the three Tri-Agencies) and co-chaired by the Associate Vice-President Research and Vice-Provost, which provides advice to the CRC Oversight Committee on chair renewals. The Oversight Committee, consisting of the Provost and Vice-President Academic and Vice-President Research, is responsible for authorizing submission of renewal nominations to the CRC Secretariat.

The UofS CRC renewal process has three major components:

- **Step 1** – submission of the electronic copy of the completed *Internal CRC Renewal Request* (please see attached) to Doreen Canillas (Programs Specialist, Strategic Research Initiatives; ph: 2452; email: doreen.canillas@usask.ca). The CRC Advisory Committee reviews submissions and makes a recommendation to the CRC Oversight Committee as to whether the renewal should proceed to the next stage.
- **Step 2** - If approved to go forward, submission of the near-to-final CRC renewal package which will be reviewed by the CRC Advisory Committee and two other experts in chairholder's field.
- **Step 3** – submission of the *CRC Renewal Application* to the CRC Secretariat subject to approval by the CRC Oversight Committee.

The UofS decision to support an application is based on renewal criteria established by the CRC Secretariat.

The UofS must be able to demonstrate, through the *CRC Renewal Nomination*, that chairholders:

- are providing institutional leadership in their role as a CRC;
- continue to distinguish themselves as an outstanding, world-class researcher;
- have successfully attracted, developed and retained - and continue to attract, develop and retain - excellent trainees and students;
- are proposing an original and innovative research program of the highest quality; and
- are carrying out a research program that is producing leading-edge results that are making a significant impact at the international level.

Components of the Internal Renewal Request

As detailed in the *Internal CRC Renewal Request* template, the internal renewal includes the following parts:

- I. CRC Accomplishments** - Demonstrate that the Chairholder has achieved the objectives set out in the original nomination, has upheld the standards of excellence of the program, and has, through their leadership, provided value added to the UofS.
- II. Contributions to the Research Environment** - The College/School must provide a strong rationale as to why the CRC Oversight Committee should approve the renewal of the CRC. There must be compelling evidence that the Chairholder has met the expectations for the Chair during their most recent term, and will continue to make extra-ordinary contributions to the university, national and international research environment.

Template: Internal Canada Research Chair (CRC) Renewal Request

Principles and Process of Renewal

The University of Saskatchewan is allocated a limited number of Canada Research Chairs (CRCs). These CRCs are used to advance the university's strategic research priorities, which may change from time to time. Consequently there is no automatic renewal of any CRC. All requests to renew a CRC undergo an internal peer review before a recommendation to renew or not renew is made to the CRC Oversight Committee. That committee makes the final decision on the status of a CRC.

The internal review of a CRC request for renewal assesses each application using a set of criteria established by the secretariat and the university. **Applicants must provide compelling evidence that their research program has: significantly advanced the university strategic research priorities; successfully trained a number of HQP; and attracted significant external research funding.** Most important is the **applicant's demonstrated leadership in advancing University of Saskatchewan research priorities.**

Presentation Instructions:

- Standard, single-column on an 8.5" x 11" page with a margin of no less than 2 cm around the page.
- 12-point, black-coloured font, single line spacing (six lines per inch) with no condensed type or spacing.
- Ensure that the information you provide is described in clear, non-specialist language to allow informed assessment by the CRC Renewal Committee. Please avoid jargon, acronyms and highly technical terms, where possible.

Part 1. CRC Accomplishments: **To be completed by the Chairholder**

The university only supports renewal of applications which demonstrate that the Chairholder **has achieved the objectives set out in the original nomination, has upheld the standards of excellence of the program, and has provided value added to the institution from holding a CRC position.** In order for the university's CRC Advisory Committee to evaluate your eligibility for a renewal term, and to make a recommendation to the CRC Oversight Committee, please complete sections 1 – 6, creating a compelling and justifiable case for your renewal.

1. **Leadership** (max. 1 page): *Candidates must demonstrate that: their leadership contributions within the University, nationally and internationally exceed that of regular faculty colleagues of similar rank and years of service; the broader UofS community has benefited; and that research performance accelerated as a result of the Chair. In developing your leadership case, consider your contributions to development of new initiatives and collaborative teams, explain how your engagement of collaborators contributed to greater research intensity and excellence among university peers and fostered excellence in student programming and training.*
2. **Quality of the Chair** (max. 1 page): *demonstrate how you continue to distinguish yourself as an outstanding, world-class researcher (Tier 1), or are developing into an outstanding, original and creative researcher of world-class calibre and are poised to become a leader in your field (Tier 2).*
3. **Research Progress** (max. 1 page): *demonstrate how you met the objectives outlined in your current CRC term (or explain any deviations) to show that your program of research is producing leading-edge results which are making a significant impact at the international level (Tier 1), or is producing important results that are making a significant impact in the field (Tier 2).*
4. **Proposed Research Program for renewal term** (max 1. page): *provide a research project summary, list your objectives, and briefly explain how the research program is different than in your previous CRC term. There should be evidence that you are proposing an original and innovative research program of the highest quality.*

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5. **Research Productivity:** provide a PDF file of your updated CRC CV - <https://portal-portail.chairs-chaire.gc.ca/ssocrc/signIn.iface>
6. **HQP training record (max. 1 page):** in addition to the list of HQP in your CRC CV, provide an overview of your HQP training strategy and current whereabouts of previous trainees. Illustrate that you have successfully attracted, developed and retained - and continue to attract, develop and retain - excellent trainees, students and future researchers.

Part 2. Contributions to the Research Environment: To be completed by the Dean (Maximum 1 page)

The Dean (working with the Associate/Vice Dean Research and Department Head as appropriate) must provide a strong rationale as to why the CRC Oversight Committee should approve the renewal of the CRC. There must be compelling evidence the Chairholder has met the expectations for the Chair during their most recent term, and will continue to make extra-ordinary contributions to the university, national, and international research environment. Alignment of the Chairholder's research program with institutional research priorities is essential. Please consider the following questions in your response:

7. **Potential of Candidate:** *Why should the university support an additional CRC term for this Chairholder rather than recruitment of a new nominee? Consider research impact, external recognition, HQP mentorship, ability to attract and leverage resources, and leadership within and beyond the university.*
8. **Strategic Importance:** *What strategic advantage is there for the university in another CRC term for this individual in this research area?*
9. **Resources Commitment:** *What resources will the department and college provide to support the success of the CRC?*