



BOARD OF GOVERNORS RESEARCH CHAIRS Guidelines

1. PREAMBLE

The Board of Governors Research Chair (BoGRC) program recognizes faculty who have demonstrated, or who have shown potential for, exceptional scholarly distinction. BoGRCs contribute to ensuring that the University of Lethbridge (UofL) is recognized internationally as a comprehensive institution that fosters excellence in research, performance and other scholarly or creative activity. As accomplished scholars, BoGRCs are role models who play leadership roles in their field of expertise, stimulate growth in the research enterprise, and are dedicated to the training and preparation of the next generation of highly qualified professionals. BoGRCs make substantial contributions to the advancement of the Strategic Research Plan of the UofL, the growth of the School of Graduate Studies and the development of a strong academic and research culture both within the institution and beyond.

2. COMMITMENT TO EQUITY, DIVERSITY, AND INCLUSION

- 2.1. The UofL is committed to promoting equity, diversity, and inclusion within the BoGRC program. The UofL will adhere to the principles outlined within the [Diversity and Employment Equity Policy](#) and ensure that appointments are based on merit.
- 2.2. Tier I(II) appointments may be awarded along disciplinary lines, broadly represented by the Tri-Agency; namely, health and medical sciences; natural sciences; and social sciences, humanities and the arts.

3. CATEGORIES OF RESEARCH CHAIRS

There are two categories of BoGRCs, differentiated by stage of career progression:

3.1. Board of Governors Research Chair – Tier I

A Tier I BoGRC is a tenured Full Professor with a distinguished record of internationally-recognized scholarly or creative activity, as well as a strong record of leadership in their field of expertise. A Tier I BoGRC cannot be held concurrently with another internal or external research chair or named professorship during their appointment.

3.2. Board of Governors Research Chair – Tier II

A Tier II BoGRC is an emerging scholar with demonstrated excellence in scholarly or creative activity and outstanding leadership potential. The Tier II BoGRC designation is intended to help faculty members further develop their capacity to produce internationally-recognized scholarly or creative activity. Tier II Chairs are held by tenured or tenure-track faculty members at the rank of Associate or Assistant Professor.

A Tier II BoGRC will be awarded to a faculty member who is within ten years from the conferral of their Ph.D. or equivalent qualification at the time of application. Applicants who are more than 10 years from having earned their highest degree and have

experienced career interruptions (e.g., maternity, parental, family or sick leave) may have their eligibility for a Tier II BoGRC assessed through the Tier II justification form.

Tier II Chairs may be retained if promotion to Full Professor occurs during the tenure of the award. A Tier II BoGRC cannot be held concurrently with another internal or external research chair or named professorship during their appointment.

4. RESPONSIBILITIES

- 4.1. Appointment as a Tier I BoGRC is for a five-year term including any study leave or other form of leave.
- 4.2. Appointment as a Tier II BoGRC is for a four-year term including any study leave or other form of leave.
- 4.3. Appointed Tier I and Tier II BoGRCs shall serve on the Supporting Outstanding Research and Creative Excellence (SOURCE) Leadership Council.
- 4.4. Appointed Tier I and Tier II BoGRCs shall play a leadership role in promoting and mentoring the overall development of research and creative activity at the UofL by being active mentors in the SOURCE (Supporting Outstanding Research and Creative Excellence) program led by the Office of Research and Innovation Services.
- 4.5. At the completion of their appointment, the BoGRC shall provide a final report to the Board of Governors through the Vice-President (Research). This report is due within six months of the end of the appointment.

5. APPOINTMENT

5.1. Application Procedures

- 5.1.1. The Office of the Vice-President (Research) will announce a *Call for Applications*. The call will be issued when a BoGRC is vacated or the incumbent has reached the term limit.
- 5.1.2. The applicant must submit an application package that includes the following:
 - i. The application coversheet.
 - ii. A statement on the quality of the applicant (maximum 2 pages). See Appendix A for guidelines.
 - iii. A statement explaining the anticipated impact of the appointment on the applicant's ongoing program or research, creative performance or other scholarly activity; the applicant's academic unit; and the UofL's Strategic Research Plan (maximum 1 page).
 - iv. Proposed program of research, scholarly, or creative activity for the tenure of the BoGRC appointment (maximum 4 pages). See Appendix B for guidance on the required outline.
 - v. The names and contact information of five external reviewers who do not have a conflict of interest, as described in the University of Lethbridge Conflict of Interest Policy and University of Lethbridge Faculty Handbook, and have the appropriate expertise to provide a comprehensive, unbiased, critical review.

- vi. A current UNIWeb academic curriculum vitae.
 - vii. Tier II eligibility exception form explaining why the applicant should be considered an emerging scholar (if applicable).
- 5.1.3. The applicant should arrange to have the following items submitted directly to the Office of the Vice-President (Research):
- i. A letter of support from the applicant's Department Chair, Area Chair or immediate supervisor discussing the research, scholarship or creative performance of the applicant within the context of the applicant's discipline, department/faculty, and stage of research/creative/scholarly career. When the Department Chair, Area Chair or supervisor is the applicant, the letter of support may be provided by the immediate past Department Chair, Area Chair or supervisor, or, when such an individual does not exist, by a Full Professor approved by the Dean of the Faculty in question.
 - ii. Three external letters of support from scholars who are established authorities in the applicant's field, who are familiar with the applicant's record and activity in research, scholarship or creative performance, and who are not in a conflict of interest, as described in the University of Lethbridge Conflict of Interest Policy and the University of Lethbridge Faculty Handbook. Suggested guidelines for the letters of support are outlined in Appendix C.
 - For Tier I nominations, one letter must be from an international authority in the applicant's field who does not reside in Canada. All three letters should address the international stature of the applicant, the specific impacts of his or her research, and the broader value of his or her research contributions.
 - For Tier II nominations, all three letters should emphasize the applicant's potential and ability to independently lead a program of research and establish an international reputation during his/her tenure as a Tier II BoGRC.
- 5.1.4. Applications that are incomplete after the deadline will be withdrawn from the competition.

5.2. Selection Criteria

- 5.2.1. BoGRC appointments are awarded on a competitive basis on the excellence and demonstrated leadership of the applicant.
- 5.2.2. Applications will be assessed on the following evaluation criteria:
 - i. Research excellence of the applicant, or demonstration of initial achievements with exceptional promise;
 - ii. Record of research, scholarly or creative activity;
 - iii. Quality and impact of the proposed research program;
 - iv. External recommendations;

- v. Alignment with the research goals of the applicant's faculty and the Strategic Research Plan; and
- vi. Record of student training/preparation and the extent of their involvement in the proposed research program.

5.3. Selection Committee

- 5.3.1. The SOURCE Leadership Council adjudicates the competition. The Council is chaired by the Vice-President (Research), or delegate, and is comprised of nine current Board of Governors Research Chairs at the Tier I or Tier II level representing in equal proportions the research fields funded by the Tri-Agency: health and medical sciences; natural sciences; and social sciences (including education and management), humanities, and fine arts.
- 5.3.2. The Office of the Vice-President (Research) will submit the applications for review and evaluation by external assessors.
- 5.3.3. The SOURCE Leadership Council, considering the applications and assessments, will recommend a candidate for each appointment to the Vice-President (Research).
- 5.3.4. Based on the decision(s) of SOURCE Leadership Council, the Vice-President (Research) shall prepare a summary and recommendation(s) for the President who, in turn, will make a recommendation to the Board of Governors for final approval.

6. Reappointment

6.1. Tier I Board of Governors Research Chair

- 6.1.1. Tier I BoGRCs are awarded for a five-year term and are renewable only once following a positive recommendation from the SOURCE Leadership Council.
- 6.1.2. The maximum number of terms a researcher may hold a Tier I appointment is two terms. A researcher may not apply for a new Tier I appointment in a subsequent competition.
- 6.1.3. Applications for reappointment will be assessed based on the applicant's record of sustained research, creative activity, or scholarship over the past five years.
- 6.1.4. Chairholders seeking reappointment must submit a reappointment package consisting of the following items:
 - i. A performance report demonstrating how the chairholder has achieved the objectives outlined in the original application. See Appendix D for guidelines. (maximum 5 pages)
 - ii. A proposed program of research, scholarly, or creative activity for the next term. See Appendix B for guidelines (maximum 4 pages).
 - iii. A letter from the Chair's Dean discussing the research, scholarship or creative activity of the applicant within the context of the applicant's discipline, department/faculty, and stage of research/scholarship/creative career.
 - iv. A current UNIWeb curriculum vitae limited to contributions and activities

within the past five years.

- v. The names and contact information of five external reviewers who do not have a conflict of interest, as described in the University of Lethbridge Conflict of Interest Policy and the University of Lethbridge Faculty Handbook, and have the appropriate expertise to provide a comprehensive, unbiased, critical review.

6.1.5. The reappointment process will follow the same process for an appointment. In exceptional circumstances, the Vice-President (Research) may waive the requirement for external review.

6.2. Tier II Board of Governors Research Chair

6.2.1. Tier II BoGRCs are non-renewable and cannot be transitioned to Tier I status.

6.2.2. The maximum number of terms a researcher may hold a Tier II appointment is one term. A researcher cannot apply for a new Tier II appointment in subsequent competition.

7. TERMINATION

7.1. In the event of termination of the program by the UofL, the BoGRC will be asked to present a plan for phasing out the chairship, with special consideration given to the implications for the students involved in the activities of the BoGRC. The incumbent shall retain her or his appointment at the existing academic rank and salary, excluding the BoGRC entitlements.

7.2. In the event of termination of the chairship due to non-renewal upon the expiry of a BoGRC term, the chairholder shall relinquish the chairship at the end of the designated term and continue her or his duties as a faculty member at the same academic rank and salary, excluding the BoGRC entitlements.

7.3. Chairholders who cease to hold a tenured or tenure-track faculty position shall relinquish the chairship as of the date of the change in position and forfeit any forthcoming BoGRC entitlements.

8. ENTITLEMENTS

8.1. The Chairs will be named "Tier I(II) Board of Governors Research Chair in (research area)."

8.2. Appropriate recognition of the BoGRC will be made, including a list of recipients published in the University Academic Calendar and a list of recipients available on the applicable UofL website.

8.3. Tier I BoGRCs are entitled to two course releases per year (July 1 to June 30) during the tenure of the award and a one-time \$12,500 research grant payable over the term of the appointment.

8.4. Tier II BoGRCs are entitled to one course release per year (July 1 to June 30) during the tenure of the award and a one-time \$6,500 research grant.

8.5. Tier I BoGRCs who have successfully completed their term(s) and continue to hold an academic appointment at the full professor rank at the UofL may elect to use the honorary title of "BoGRC Laureate."

8.6. Tier I BoGRCs appointed on or before July 1, 2017 will be exempt from the entitlements

listed in 8.3. Instead, entitlements associated with their current position or reappointment will be governed by section 5.3 of the *Board of Governors Research Chairs Guidelines* approved by the Board of Governors on February 25, 2016.

9. REPORTING REQUIREMENTS

- 9.1. Each Board of Governors Research Chair holder must submit a final report at the end of their appointment to the Vice-President (Research), with copies to the appropriate Faculty Dean and Department Chair. The report should address the following sections in a maximum of 6 pages:
 - 9.1.1. A summary of the research, scholarly, or creative program and how the chairholder achieved the goals of the proposed research program during the tenure of the award, or where applicable, reasons for any deviations from the original research plan. The report should elaborate on how the chairholder produced leading-edge results that made a significant impact at the international level (Tier I) or produced important results that made a significant impact in their field (Tier II).
 - 9.1.2. A description of activities pursued by the chairholder to engage with research users (other academics, government, not-for-profit and private sector organizations, practitioners etc.) as well as efforts to disseminate research results (peer-reviewed publications, conferences, workshops, creative or artistic works etc.).
 - 9.1.3. A description of training strategies used by the chairholder to attract students (undergraduate and graduate) and trainees. The description should include details on how the chairholder created an environment that encouraged these students and trainees to develop their research expertise.

Approved: April 19, 2018

APPENDIX A. GUIDELINES FOR THE QUALITY OF THE APPLICANT STATEMENT

This section seeks evidence to demonstrate that:

- The applicant is recognized internationally as an outstanding and innovative world-class researcher/scholar/artist whose accomplishments have made a major impact in their field (Tier 1); or
- The applicant is an excellent emerging researcher/scholar/artist of world-class caliber who has demonstrated particular research creativity and the potential to achieve international recognition in his or her field within the next five to ten years (Tier 2).

PRESENTATION

- Use Times New Roman, font size 12, black type, single spaced.
- No condensed/narrow fonts, type or spacing.
- Margins must be no smaller than 2 cm (3/4 inch) around the page.
- The application should be clear and concise and written for a multidisciplinary committee.
- Bibliographic references may be appended to this section and will not count towards the page limit.

QUALITY OF THE APPLICANT STATEMENT

The applicant should summarize their key achievements with emphasis on the elements appropriate to their specific discipline. For example:

- Significant breakthroughs, original ideas or methods.
- Quality of publications (number of publications, prestige of journal, impact, number of citations, etc.).
- Quality/prestige and /or peer review process of exhibition or performance venues and the applicant's exhibition or performance history.
- Quality of knowledge translation, knowledge dissemination, and knowledge mobilization to users (educators, policy makers, health professionals, industries, audiences, communities, the public etc.).
- Quality of funding (research grants received, prizes and awards won, research contracts, etc.).
- National and international collaborations and recognition.
- Training and preparation of the next generation of researchers and practitioners at the undergraduate and graduate level.

APPENDIX B. GUIDELINES FOR THE PROPOSED RESEARCH PROGRAM (NEW AND RENEWAL APPLICATIONS)¹

PRESENTATION

- Use Times New Roman, font size 12, black type, single spaced.
- No condensed/narrow fonts, type or spacing.
- Margins must be no smaller than 2 cm (3/4 inch) around the page.
- The application should be clear and concise and written for a multidisciplinary committee.

DESCRIPTION OF THE PROPOSED RESEARCH PROGRAM (maximum 4 pages, excluding the abstract and list of references)

Organize the detailed narrative under the following headings:

1. **Abstract.** Briefly state the objectives of the proposed research/scholarly/creative program.
2. **Context.** (1) Explain the relationship and relevance of the proposed program to your ongoing research. If the proposal is a departure from your previous research, describe how it relates to experiences and insights gained from earlier research achievements. (2) Define the problem clearly and concisely, providing any background information essential to understanding the importance of the work.
3. **Theoretical Framework, Methodology, and Proposed Outcomes.** Outline the theoretical framework governing the work proposed, the proposed methodologies and key activities.
4. **Significance and Dissemination.** (1) Outline the potential significance, future use, relevance or application of the results. (2) Explain how the results will be disseminated.
5. **Proposed training strategies.** (1) Describe the training strategies that will be used to attract students and trainees. (2) Outline their specific roles and responsibilities relative to the proposed research program and how these will complement their academic training/preparation.

¹ Adopted from the Canada Research Chair program. <http://www.chairs-chaire.gc.ca/program-programme/renew-renouvellement-eng.aspx>

APPENDIX C. GUIDELINES AND BEST PRACTICES FOR LETTERS OF SUPPORT²

Letter Format

Letters of support must:

- be presented on letterhead;
- be dated;
- clearly state the full name of the applicant;
- include a statement describing the professional relationship between you (the referee) and the applicant; and
- be signed.

Letter Content

Reviewers will find it helpful if you divide your letter into four parts, as follows:

1. Introduction. This section should explain your relationship to the applicant and provide context to your credentials as a referee for the individual:
 - Include a statement declaring that there is no conflict of interest in you providing a letter of reference for the applicant.
 - If applicable, describe the professional relationship between you and the applicant, including the period of time you have known each other and in what capacity.
 - Include a brief description of your own qualifications and credentials to help peer reviewers put your recommendation into context.
2. Quality of the Applicant. This section should provide insights into the quality of the applicant in reference to the Board of Governors Research Chair program's evaluation criteria. As appropriate for the applicant's career stage and the type of chair application (i.e., Tier I or Tier II), please comment on the following:
 - the applicant's training background, expertise and;
 - the quality, originality and innovativeness of the applicant's academic/research accomplishments;
 - the applicant's impact in the field and the value/significance of their research/scholarly/creative contributions;
 - the applicant's record of (or potential for) attracting and supervising trainees, students, and future researchers/practitioners;
 - for Tier 1 nominations only, the applicant's international stature as a leader in their field;
 - for Tier 2 nominations only, the applicant's ability to independently lead a program of research and their potential to establish an international reputation during the tenure of the chair.
3. Professional Stature and Skills. This section should provide insight into the applicant's professional stature and skills at a more general level, as appropriate for the applicant's career stage and type of chair application (i.e., Tier I or Tier II). Please comment on:
 - accomplishments and activities that demonstrate the impact of the applicant's previous

² Adopted from guidelines prepared by the Canada Research Chair program available at <http://www.chairs-chaire.gc.ca/program-programme/referees-repondants-eng.aspx>

work, and

- skills and attributes that demonstrate the applicant's potential for future contributions to their field of research (e.g., leadership skills, vision, technical skills, writing ability, dependability, communication skills).
4. Conclusion. This section should summarize your main points and clearly and explicitly state your overall recommendation.

APPENDIX D. TIER I BOGRC RENEWAL INSTRUCTIONS FOR THE PERFORMANCE REPORT³

PRESENTATION

- Use Times New Roman, font size 12, black type, single spaced.
- No condensed/narrow fonts, type or spacing.
- Margins must be no smaller than 2 cm (3/4 inch) around the page.
- The application should be clear and concise and written for a multidisciplinary committee.
- Bibliographic references may be appended to this section and will not count towards the page limit.

The Performance Report must clearly demonstrate how you have achieved the objectives set out in your original BoGRC application, that you have upheld the standards of the Board of Governors Research Chair program, and what the added value has been to you as a Board of Governors Research Chair.

1. **Executive Summary.** Highlight the major research and training accomplishments achieved during the term of the award.
2. **Research Program.** Describe how you have: (1) achieved the objectives of your original research program, and (2) carried out a program of research that is producing leading-edge results which are making a significant impact at the international level.
3. **Engagement with research users and communication of results.** Explain how your research results have made a significant impact in the field. Where possible, include a discussion on how you have engaged with research users (e.g., media, academics, industry, government, not-for-profit organizations, practitioners, policy makers, educators, private sector, artistic and cultural community etc.) during the various stages of your research as well as efforts to disseminate your research results.
4. **Training Strategies.** Describe initiatives undertaken to create an environment that attracts, develops, and retains excellent students (undergraduate, masters and/or doctoral) and trainees; and encourages these students and trainees to develop their research expertise.
5. **Fit with the Strategic Research Plan.** Describe (1) efforts to build and foster relationships with other research initiatives nationally and internationally, and (2) the impact of your research program on supporting the priorities in your Faculty and the Strategic Research Plan.

³ Adopted from the renewal nomination process from the Canada Research Chair program. <http://www.chairs-chaire.gc.ca/program-programme/renew-renouvellement-eng.aspx>