



BOARD OF GOVERNORS RESEARCH CHAIRS Guidelines

1. PREAMBLE

The Board of Governors Research Chair (BoGRC) program is intended to recruit and retain 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 of the next generation of highly qualified professionals. BoGRCs make substantial contributions to the advancement of the Strategic Research Plan (SRP) 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. CATEGORIES OF RESEARCH CHAIRS

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

2.1. Board of Governors Research Chair – Tier I

A Tier I BoGRC is a tenured Full or Associate Professor with a distinguished record of internationally-recognized scholarly or creative activity, as well as a strong record of leadership in her/his field of expertise. Appointment as a Tier I BoGRC is for a period of five years.

2.2. Board of Governors Research Chair – Tier II

A Tier II BoGRC is an early to mid-career faculty member 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 seven years of appointment. Tier II Chairs may be retained if promotion to Full Professor occurs during the tenure of the award. The term of Tier II BoGRCs is three years.

3. PROCEDURES FOR APPOINTMENT

3.1. Application Procedures

- 3.1.1. The Office of the Vice-President (Research) will announce a *Call for Applications*.

- 3.1.2. The applicant must assemble an application package that includes the following:
- i. A current curriculum vitae.
 - ii. Evidence of excellence in research, creative performance or other scholarly activity (maximum 3 pages). Such evidence must include a statement that
 - summarizes the candidate's three most significant scholarly contributions,
 - explains how the BoGRC will benefit the University and advance both the U of L Strategic Research Plan and the candidate's ongoing program of scholarly activity, and
 - demonstrates the applicant is recognized internationally as an outstanding and innovative world-class researcher whose accomplishments have made a major impact in his or her field (Tier 1); or an excellent emerging researcher 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).
 - iii. A brief proposal outlining a program of research or creative activity for the tenure of the BoGRC appointment, and explaining the expected impact of the appointment beyond the term of the award (maximum 2 pages).
 - iv. The names and contact information of four external reviewers who do not have a conflict of interest and have the appropriate expertise to provide a comprehensive, unbiased, critical review.

3.1.3 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 Dean of the applicant's Faculty.
- ii. 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. 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.
- iii. Three external letters of reference 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 with the applicant, as described in the University of Lethbridge Conflict of Interest Policy and the University of Lethbridge Faculty Handbook.

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 nominee, 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.

3.2. Selection Criteria

- 3.2.1. BoGRC appointments are based on the record of scholarly or creative activity of the applicant, the quality of the proposed program and the alignment of their scholarly or creative activity with the Strategic Research Plan (SRP) of the UofL.
- 3.2.2. A Tier I BoGRC must:
- i. be recognized internationally as an innovative researcher whose scholarly activity has made a major impact on her or his field of study;
 - ii. demonstrate clear evidence of leadership in her or his field;
 - iii. be a member of the School of Graduate Studies and possess an outstanding record of attracting highly qualified professionals and a demonstrated commitment to excellence in research training during the tenure of the award; and
 - iv. propose an original and high quality research program that advances the UofL Strategic Research Plan.
- 3.2.3. A Tier II BoGRC must:
- i. possess a proven record of research creativity that demonstrates strong potential to become a leader in her or his field of research, creative performance or other scholarly activity;
 - ii. be a member of the School of Graduate Studies and demonstrate a commitment to excellence in research training during the tenure of the award; and
 - iii. propose an original and high quality research program that advances the UofL Strategic Research Plan.

3.3 Selection Committee

- 3.3.1 The BoGRC Selection Committee will be chaired by the Associate Vice-President (Research) and will consist of:
- Three Full or Associate Professors (one from each of the Sciences, Social Sciences and Humanities), appointed by the Dean of the Faculty of Arts and Science
 - One Full or Associate Professor appointed by the Dean of the Faculty of Fine Arts
 - One Full or Associate Professor appointed by the Dean of the Faculty of Health Sciences
 - One Full or Associate Professor appointed by the Dean of the Faculty of Management
 - One Full or Associate Professor appointed by the Dean of the Faculty of Education
 - The Dean of the School of Graduate Studies
- Quorum of the committee is 7 of 9 members. The proceedings of the selection committee are confidential.
- 3.3.2 Complete application packages for the BoGRCs will be submitted by the Chair of the BoGRC Selection Committee for review and evaluation by external reviewers. The BoGRC Selection Committee, considering the proposals and reviews, will recommend a candidate for each appointment to the Vice-President (Research).
- 3.3.3 Based on the decision(s) of the BoGRC Selection Committee, the Vice-President

(Research) shall prepare a summary and recommendation(s) for the Provost & Vice-President (Academic). The Provost & Vice-President (Academic) will review the materials and forward a recommendation to the President who, in turn, will make a recommendation to the Board of Governors for final approval.

3.4 Reappointment

3.4.1 Tier I Board of Governors Research Chair

- i. Tier I BoGRCs are awarded for a five-year term and are renewable only once following a positive recommendation from the Board of Governors Research Chair Selection Committee. Exceptionally, some chair holders may be nominated for a third (or part thereof) and final term.
- ii. Chairholders seeking reappointment must submit a reappointment package consisting of the following items:
 - A report describing the activities performed during the appointment. The report must outline how these activities promoted the U of L Strategic Research Plan, advanced the candidate's program of research, led to the successful training of highly qualified professionals and resulted in a productive and internationally-recognized record of scholarly activity. Specific reference to accomplishments identified in the candidate's nomination submission should be included. (maximum 5 pages)
 - A research plan for the next term, outlining the key objectives of the research program, including anticipated contributions to the field, as well as a description of proposed training and supervision activities (maximum 2 pages);
 - A letter from the Chair's Dean supporting the renewal;
 - A detailed curriculum vitae; and
 - The names and contact information of four external reviewers who do not have a conflict of interest and have the appropriate expertise to provide a comprehensive, unbiased, critical review.
- iii. The reappointment process will follow the same process for an appointment, except the requirement for external review may be waived by the Vice-President (Research)

3.4.2 Tier II Board of Governors Research Chair

- i. Tier II BoGRCs are non-renewable and cannot be transitioned to Tier I status without full application to the Tier I BoGRC program.

4.0 TERMINATION

- 4.1 In the event of termination of the program by the University, 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.
- 4.2 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.

- 4.3 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.

5. ENTITLEMENTS

- 5.1. The Chairs will be named "Tier I(II) Board of Governors Research Chair (Research Theme)".
- 5.2. 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.
- 5.3. Tier I BoGRCs are entitled to two course releases per year (July 1 to June 30) during the tenure of the award and a contribution of \$5,000 per year (prorated July 1 to June 30) to the University's Supplementary Pension Benefit. The Board of Governors shall provide \$6,000 per course to the Dean of the Faculty/School for the BoGRC course releases.
- 5.4. Tier II BoGRC are entitled to one course release per year (July 1 to June 30) during the tenure of the award and a one-time \$5,000 research grant as well as \$1,500 toward conference travel or other dissemination or performance activities. The Board of Governors shall provide \$6,000 per course to the Dean of the Faculty/School for the BoGRC course release.

6. REPORTING REQUIREMENTS

- 6.1 Each Board of Governors Research Chair holder must submit a final report at the end of his or her appointment to the Vice-President (Research), with copies to the appropriate Faculty/School Dean and Department Chair. The report should address the following sections in a maximum of 6 pages:
- A description of the research 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 description 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 his or her field (Tier II).
 - 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.).
 - 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.