

## Management of Canada Research Chairs at Acadia

April 2021

### Governance

A committee consisting of the Provost & Vice-President Academic, the Dean of Research and Graduate Studies, and the Deans of the three faculties (Arts, Pure and Applied Science, and Professional Studies) and responsible for seeking proposals for CRC themes and managing the CRC allocations for Acadia University. All members of this committee are trained in equity, diversity, and inclusion and have undertaken both unconscious bias and anti-racism training.

### Allocation

When Chair vacancies occur, the committee described above issues a university-wide call for CRC themes. Faculty are invited to submit proposals (up to 5 pages) for Chair positions within strategic theme areas. The committee reviews and evaluates these submissions based on their fit with the [Acadia University Strategic Research Plan](#), institutional priorities, and planning in the academic sector. Based on these principles, the committee also decides on how best to use the corridor of flexibility in managing the institution's chair allocations.

### Recruitment

To initiate recruitment for a CRC position in a selected theme area, a formal request to recruit to fill a CRC chair is presented to the President by the Vice-President Academic. With approval, the office of the Vice-President Academic generates a position number, thereby making the CRC position a new appointment and subject to the standards of Article 3.0 except for the correction of inequalities in the 15<sup>th</sup> Collective Agreement.

A selection committee is then struck according to Article 10.22 and 10.53 in the 15th Collective Agreement. Additional members may be added to the Selection Committee in order to comply with the Canada Research Chairs Program's accountability and transparency requirements and recruitment guidelines. Depending on which Department(s)/School(s) the position will be tied to, the committee is asked to seek nominations from the appropriate unit(s) to hold an election to form a selection committee. In addition to the Chair, selection committees should consist of a minimum of three faculty members. All CRC selection committees are purposely diverse, based on Acadia's commitment to an equitable and inclusive recruitment process. A representative from the Research Office (Dean and/or staff) sits on all CRC selection committees in a non-voting capacity, acting as a resource regarding CRC program requirements, process, and advising on principles of equity, diversity and inclusion best practices.

Faculty members elected to serve on Selection Committees may only carry out their duties after completing an equity workshop within the last three (3) academic years, and training in Unconscious Bias. The workshops are offered by representatives from the University Administration and the Acadia University Faculty Association, the Employment Equity Committee, five or more times a year. Equity workshops cover the principles, objectives, recent history, best practices, and institutional expectations with respect to employment equity.

Once a selection committee is elected according to the terms of the Collective Agreement, the job advertisement is advertised through the office of the Provost and Vice-President Academic with advice from the Selection Committee and the Deans on the appropriate national and international venues, including those that might be targeted to reach candidates from the FDG. The selection committee is encouraged to consult with the Employment Equity Committee to identify additional avenues to reach and identify a diverse pool of potential applicants.

All CRC positions must be the subject of open advertising. The CRCP approved job posting must include a statement of commitment to equity in the nomination and appointment process and encourage designated groups to apply. Job postings must also encourage individuals from the FDGs to indicate any career gaps due to parental or health-related leaves, or for the care and nurturing of family members.

Prior to evaluating submissions, the selection committee must develop clear, fair and objective selection criteria. Any career interruptions need to be taken into consideration when assessing productivity and research output. The Research Office representative is responsible for encouraging selection committee members to be mindful that the best-qualified candidates may not have the most years of experience, greatest number of publications, or largest number of academic accomplishments. As well, Research Office Staff are responsible for emphasizing that scholarship or research that is diverse or unconventional should be not undervalued.

A shortlist is approved by the Vice-President Academic and candidates are invited to campus for 2 days of visits and presentations. All candidates selected for the interview shall be asked whether they require accommodation to ensure equal access to the interview process; no reasonable request should be denied. Once the interview process has been completed, a recommendation to the President is made by the Selection Committee through the Office of the Provost and Vice-President Academic, who sends a letter to formalize an offer of Nomination and associated supports to the selected CRC candidate.

Once a CRC candidate accepts, Research Office staff will establish a timeline for submission of the nomination application, and work with the candidate to prepare the application to the CRC Secretariat. When a successful nomination has been confirmed by the CRCP Secretariat (approximately 6 months from time of nomination), an official Recommendation for Appointment will be made in accordance with Acadia's faculty Collective Agreement.

### **Renewal**

Renewal of CRCs is not guaranteed. CRCs are expected to demonstrate progress towards a record of research excellence consistent with the expectations of the CRC program with a greater degree of external recognition than expected of Professors who do not hold a Research Chair.

At least six months prior to the renewal deadline, the chairholder must provide the Dean of Research & Graduate Studies with the following:

- Current CV
- Up to 4-page report on research accomplishments during the first term of tenure
- Up to 2-page proposal for research focus for a second term if renewed.

This documentation is made available to the chairholder's home department or school and faculty members in the unit are invited to review these documents and provide feedback on the chairholder's renewal in a timely fashion. These comments are made available for the chairholder to review. The chairholder may choose to write a letter responding to any comments. The comments and the chairholder's response are sent to the Dean of Research & Graduate Studies. All documentation is forwarded to a CRC Renewal Committee, comprised of the Vice-President Academic (Chair), the Dean of Research and Graduate Studies, the Dean of the chairholder's faculty, the chair or director of the chairholder's home department or school, and the staff member from the Research Office who provides CRC program support (non-voting). The CRC Renewal Committee provides a recommendation to the President. If recommended for renewal, the candidate meets with Research Office staff to establish a timeline and event horizons for the preparation of draft renewal documentation. Acadia has never not recommended a CRC for renewal. Further development of the management guidelines will be undertaken to address the scenario for a non-renewal of a CRC.

## **Advancement**

The decision to advance a chairholder from Tier 2 to Tier 1 status is made by a committee consisting of the Vice-President Academic, the Dean of Research and Graduate Studies, and the Deans of the three Faculties. An advancement decision is based on institutional need, and in some cases, strategies for retention of exceptional Tier II CRCs. New Tier 1 chairs are externally advertised, and in all cases equity targets are considered when making advancement decisions.

## **Phase-Out**

In the case where Acadia loses a chair position due to the re-allocation process, and a chair is not vacant, a phase-out process is initiated. Decisions related to phase-out are the responsibility of the Vice-President Academic, the Dean of Research and Graduate Studies, and the Deans of the three Faculties. Phase-out decisions are made based on strategic planning and priorities within the academic sector, including consideration of a balance of NSERC and SSHRC CRCs. Further, length of term remaining in a chairholder appointment may also be considered, with those nearing the end of their appointment phased-out first.

## **Collection of Equity and Diversity Data**

At the time of application to a CRC position at Acadia University, applicants are encouraged to complete an Employment Equity Self-Identification Form. To ensure all applicants from the FDGs are aware of this form, the following statement is included in all Acadia University faculty and CRC job advertisements:

*“The University invites applications from all qualified individuals. Acadia University is committed to employment equity and diversity in the workplace and welcomes applications from Indigenous people, African Nova Scotians, persons with disabilities, visible minorities, women, and persons of any minority sexual orientation or gender identity.”*

Self-identification information provided may only be used for employment equity purposes. Only candidates who have submitted a self-identification form can be considered as members of designated groups as described in Article 3.20. Completed online forms are submitted to the office of Human Resources (HR). The self-identification data contained in these forms are considered private. HR is responsible for protecting the confidentiality of these forms.

## **Retention and Inclusion**

Acadia University provides a supportive and inclusive workplace for all chairholders. Due to the small size of our institution, chairholders exist as part of a close-knit community, which includes frequent interaction with both research and institutional administrators. Research administrators from the Division of Research and Graduate Studies function as a resource for chairholders, assisting with funding applications, connecting chairholders with academic, industry and community partners, and promoting various scholarly opportunities that may be of interest to chairholders.

Governed by the terms of the Collective Agreement, all chairholders also take part in annual Career Development sessions with their department head or school director. These meetings are an opportunity for chairholders, including those individuals from the FDG, to express any concerns or issues that may inhibit retention and to foster discussion of short- and long-term career goals. Further, the Division of Research and Graduate Studies exists as an informal touchpoint for chairholders to express any issues or concerns.

Chairholders are also supported by Acadia’s Equity, Diversity and Inclusion Officer, who is a resource for all Acadia students, staff and faculty. The fundamental objective of the Equity, Diversity and Inclusion Officer is to prevent discrimination, sexual harassment, and personal harassment from occurring at Acadia University. If chairholders have complaints related to equity and the CRC program they can contact their department head or their faculty dean, who will attempt to resolve the complaint. If the complaint cannot be resolved, it will be passed on to the

Provost and Vice-President Academic. Chairholders can also directly contact the Provost and Vice-President Academic with any complaints related to equity, diversity, and inclusion. If the complaint falls under the domains of discrimination, sexual harassment, and personal harassment, the chairholder may take the complaint to the University Equity Office under the process identified in [Acadia's Policy Against Harassment and Discrimination](#).