Nomination of a York Research Chair

1. **Nominating Faculty**:_____

2. **Faculty Administrative Contact** (normally Research Director or Research Officer)

   Name: _____

   Title or Position: _____

   Telephone: _____

   Email: _____

3. **Nominee**

   Name: _____

   Title or Position: _____

   Department: _____

   Telephone: _____

   Email: _____

4. **Chair Information**

Tier of Chair	Tier 1 ☐		Tier 2 ☐	
Type of Chair	Centrally-supported ☐	Faculty-based ☐		VISTA-affiliated ☐
Nominee's primary funding council	NSERC Eligible ☐	CIHR Eligible ☐		SSHRC Eligible ☐

   Note: Faculty-based nominations require the Provost's signature prior to submission:

   _____   Date:_____/_____/_____
   Provost's Signature   Day   Month   Year

Name of the department/ faculty/ unit where the Chair will be located:

_____

Proposed title of the Chair:

York Research Chair in _____

5. **Tier 2 Eligibility**

If the nominee is more than 15 years from their first academic appointment (at the time of nomination), please briefly explain and provide dates for all of the formal leaves taken since starting their first academic appointment, in order to confirm eligibility.

6. **Field of Research Specialization**

Give a brief description of the field of specialization (100 words).

7. Research Summary

Provide a 200 word summary, written in lay language, describing the uniqueness and importance of the proposed research program. This summary may be used for publicity purposes.

8. Budget Justification

Describe how the York Research Chair funds and any associated teaching release time will be used to support the program of research (250 words). Successful Tier 1 Chairs will be provided with a minor research grant of $25,000/year for five years and successful Tier 2 Chairs will be provided with a minor research grant of $20,000/year for five years. Note that while funds can be carried forward year over year during the term of the Chair, any funds unspent at the end of the five year term will be forfeit.

For guidelines on eligible expenditures, please see York University guidelines on York Internal Research Grants (Fund 400), found here.

9. Letters of Reference (solicited and secured by the Faculty, and included in this nomination package)

List the names and institutional affiliations of three (3) people providing signed letters of reference for this nomination, **which are to be included with the completed nomination package**. See below for guidelines on Eligible Referees and Conflicts of Interest.

Note: In addition to the letters of reference (submitted by the Dean's Office with the completed nomination package), VPRI will also be soliciting external assessments from expert reviewers who are not in a conflict of interest with the nominee.

Reference letter writers <u>cannot</u> be suggested as expert reviewers for nominations.

Reference Letter Writer #1

Name: _____

Institution/Affiliation: _____

Is this person in a conflict of interest with the nominee?   Yes ☐   No ☐

Reference Letter Writer #2

Name: _____

Institution/Affiliation: _____

Is this person in a conflict of interest with the nominee?   Yes ☐   No ☐

Reference Letter Writer #3

Name: _____

Institution/Affiliation: _____

Is this person in a conflict of interest with the nominee?   Yes ☐   No ☐

Eligibility of Reference Letter Writers

Tier 1 Nominations
- All three letters **must** be from established authorities in the field who are not in a conflict of interest with the nominee.
- One letter **must** be from a recognized international authority in the nominee's field who does not reside in the country in which the nominee is currently working.
- 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.

Tier 2 Nominations
- One of the letters **must** be from an established authority in the field who is not in a conflict of interest with the nominee.
- Two of the letters **must** be from referees who are not affiliated with the nominating institution, unless they are the nominee's PhD or postdoctoral supervisor.
- All three letters **should** emphasize the nominee's potential and ability to independently lead a program of research and establish an international reputation during their five years as a Tier 2 Chair.

Conflict of Interest

A conflict of interest is a conflict between a person's duties and responsibilities with regard to the review process, and that person's private, professional, business or public interests. There may be a real, perceived or potential conflict of interest when the review committee member, external reviewer, referee or observer:

- would receive professional or personal benefit resulting from the nomination being reviewed;
- has a professional or personal relationship with the nominee or the nominee's institution; or
- has a direct or indirect financial interest in the nomination being reviewed.

Referees are in a conflict of interest if they:
- are a relative or close friend, or have a personal relationship with the nominee;
- are in a position to gain or lose financially/materially from the funding of the nomination;
- have had long-standing scientific or personal differences with the nominee;
- are currently affiliated with the nominee's primary institution, organization or company — including research hospitals and research institutes;
- are closely professionally affiliated with the nominee, as a result of having **in the last six years**:
  - frequent and regular interactions with the nominee in the course of their duties at their department, institution, organization or company;
  - been a supervisor or a trainee of the nominee;
  - collaborated, published or shared funding with the nominee, or have plans to do so in the immediate future; or,
  - been employed by the nominating institution; and/or
  - feel for any reason unable to provide an impartial review of the nomination.

10. Attachments

Presentation
Put the nominee's name at the top of each page and number all pages. Use **12-point** Times New Roman font or larger and a maximum of six lines per inch, single spaced. Paper must be **8 1/2" x 11"** (22x 28 cm) and **margins must be at least** ¾" (1.9 cm) around. Submit the following information as one attachment.

i. Description of the proposed research program[1] (maximum 6 pages)
In clear, plain, non-specialist language, the nominee (with support from the Faculty) must propose an original and innovative research program of the highest quality (Tier 1) or of high quality (Tier 2). Using the following guidelines, describe the program in enough detail to allow informed assessment by qualified reviewers.

a) Objectives
- Briefly state the explicit objectives of the proposed research program.

b) Context
- Explain what makes the research program original, innovative and of the highest quality (Tier 1), or what makes the research program original, innovative and of high quality (Tier 2).
- Situate the proposed research within the context of the relevant scholarly literature.
- Explain the relationship and relevance of the proposed research to the nominee's ongoing research.
- If the proposed research program represents a significant change of direction from the nominee's previous research, describe how the proposed program relates to experiences and insights gained from earlier research achievements, and if applicable, how the nominee will secure the appropriate level of expertise needed (e.g. through collaboration) to successfully implement the proposal.
- Explain the anticipated contribution of the research program to the existing body of knowledge in the area of research.
- Describe the theoretical approach or framework (if applicable).

c) Methodology
- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis that will be used to achieve the stated objectives.
- Justify the choice of methodology.

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[1] While the constituent elements of a program of research will vary from one field of study to another, the York Research Chairs program understands a program of research as a sustained research enterprise that includes one or more projects or other components, and which is shaped by broad objectives for the advancement of knowledge. It might be undertaken primarily by one investigator and be encompassed within a single research career, or it could mobilize a team of researchers during a specific period. In pursuit of the overall objectives, specific approaches and methods are advanced, adopted and modified as the research proceeds and as findings are made and reported.

d) Engagement with research users and communication of results
- Describe, if applicable, how research users (e.g., media, academics, industry, government, not-for-profit and private sector organizations, practitioners, policy-makers, educators, artistic and cultural communities, etc.) will be engaged during the various stages of the research program (e.g., conception/design, implementation, communication of results, etc.).
- Describe how the research results will be disseminated (e.g., conferences; peer-reviewed publications, monographs and books; copyrights, patents, products and services; technology transfer; creative or artistic works; etc.).

e) Description of proposed training strategies
- Describe the training strategies that have been and will be used to attract excellent students (e.g., doctoral, masters, undergraduate) and trainees to the university or affiliated institution(s), hospital(s), institute(s).
- Describe how an environment that attracts, develops and retains excellent students and trainees has been or will be created.
- Describe the specific roles and responsibilities of students and trainees and indicate the duties, especially with respect to research, that they will be undertaking and how these will complement their academic training and develop their research expertise.

ii. Describe the nominee's expected contributions to research leadership at York (maximum 2 pages)
Describe how the nominee will exhibit leadership in promoting the overall development of scholarship, research, and creative activities at York that extends beyond their personal research programs.

iii. List of references (maximum 5 pages)
Attach a list of all references cited in the proposed research program (see Section 10.i). The list of references is in addition to the six page description of the proposed research program.

iv. Up to date CV of nominee

Note: While there are no specific formatting requirements for this piece of the nomination package, nominees are encouraged to use the following outline as a guide in preparing a document that best equips reviewers to thoroughly assess the appropriateness of the nominee for the proposed York Research Chair appointment.

a) Personal information

b) Nominee profile

c) Education

d) Honours and Special Recognitions

e) Employment history

f) Research funding history

g) *Research Contributions* – some examples of research contributions include, but are not limited to: books, chapters of books, articles, monographs, memoirs, special papers, review articles, conference/symposia proceedings and abstracts, patents, copyrights, products, services, technology transfer, creative or artistic works (including individual or collective literary or artistic works such as novels, short stories, poetry, films, videos, visual art, booklets, records, sound creation, collections, exhibition catalogues, etc.), government publications, book reviews by the nominee or published reviews of his/her work, research reports, papers presented at scholarly meetings or conferences, and other forms of written scholarly expression or participation in public discourse and debate that constitute a contribution to research.

h) *Leadership Activities* – some examples of leadership activities include, but are not limited to: involvement in broader intellectual leadership activities at the institutional, local, national and/or international level, contributions to peer review, consulting, contributions to professional practice or public policy, memberships on committees, boards, or policy-making bodies with government or the private sector, voluntary work, work within community of not-for-profit organizations, or work in non-academic positions that demonstrate leadership.

i) *Training and Supervisory Experience*

j) *Career Interruptions or Special Circumstance Affecting Productivity (if applicable).* If applicable, nominees should clearly explain the circumstances that had an impact on their research productivity (e.g. parental leave, extended illness, etc.). Provide the dates of all formal leaves taken.

11. Signatures

The undersigned each understand and agree that the guidelines relating to the York Research Chairs program, as well as the applicable University policies, govern this nomination.

The Faculty confirms that – if successful – the Chairholder will receive teaching release equivalent to 50% of the normal teaching load in their home Faculty throughout the duration of the Chair term. However, the sum total of teaching release may not exceed an amount that reduces the total teaching expectation below a course load of 1.0.

The Faculty also represents that the Nominee has been provided all documentation in relation to his/her York Research Chair nomination prior to its submission, and the Faculty and the Nominee represents to York University that said documentation is accurate and complete.

_____   _____
            Dean's Signature   Nominee's Signature

   Date: _____/_____/_____   Date: _____/_____/_____
         Day   Month   Year   Day   Month   Year

Statistical and Administrative Information

The information on this page will not be made available to reviewers. It will only be used for administrative and statistical purposes. Filling out the Statistical and Administrative Information section is optional.

Gender: ☐ F   ☐ M

A person with a disability (i) has a long-term or recurring condition or health problem which limits the kind or amount of work he/she can do in the workplace; **OR (ii)** feels that he/she may be perceived as limited in the kind or amount of work which he/she can do because of a physical, mental, sensory, psychiatric or learning impairment.

Are you a person with a disability?   ☐ Yes   ☐ No

An Aboriginal person is a North American Indian or a member of a First Nation, a Métis, or Inuit. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians.

Are you an Aboriginal person?   ☐ Yes   ☐ No

A person in a visible minority group is someone (other than an Aboriginal person as defined above) who is non-Caucasian in race or non-white in colour.

Are you in a visible minority group?   ☐ Yes   ☐ No