

## Memo

To: Faculty Deans  
Cc: VP Academic & Provost, Vice-Provost Academic, ADRs, Faculty Research Officers and Directors  
From: Robert Haché, Vice-President Research & Innovation  
Date: June 12, 2017  
Subject: York Research Chairs Competition Launch

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Please be advised that Faculties are now invited to nominate York faculty members for the York Research Chairs (YRC) 2017-18 competition.

A total of four centrally-supported Chairs will be funded for 2018: two Tier 1 Chairs and two Tier 2 Chairs. In addition to this, up to four VISTA-affiliated YRCs will be available. These are YRCs funded through York's *Vision: Science to Applications (VISTA)* initiative, and provide the same level of support as centrally-supported YRCs. Faculties may also choose to create additional Faculty-based chairs (subject to Provostial approval) and propose nominees for these chairs.

All YRCs will have a start date of July 1, 2018 and terms of five years. They are to be awarded competitively, based on the criteria of excellence in research and scholarship, and contributions to research leadership within the York community.

In the case of centrally-supported Chairs, Faculties may submit one nomination for a Tier 1 Chair and one nomination for a Tier 2 Chair – with the exception of the Faculty of Liberal Arts & Professional Studies, which may submit two nominations for each of Tiers 1 and 2.

For VISTA-affiliated Chairs, VISTA-participating Faculties are invited to put forward additional nominees as follows:

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|---------------------------------------|-----------------------|
| • Lassonde School of Engineering      | 2 additional nominees |
| • Health                              | 2 additional nominees |
| • Science                             | 2 additional nominees |
| • Arts, Media, Performance & Design   | 1 additional nominee  |
| • Liberal Arts & Professional Studies | 1 additional nominee  |



In respect of these additional nominees, please note the following:

- All additional nominees must be VISTA researchers (i.e. 80% of the additional nominee's research falls within the VISTA mandate).
- The Tiers for these additional nominees are not prescribed; rather, it is left to each Faculty to specify the Tier(s) which best corresponds to the additional nominee(s) they put forward.

All nominations must be made in accordance with Faculty nomination processes governed by all applicable Faculty policies and practices, and according to a procedure as established by the Faculty. It is minimally expected that a Faculty-level committee will review nominations and forward recommendations to the Dean, who will submit materials to VPRI on behalf of the Faculty.

Note that regardless of the number of nominations received, there is no guarantee of an award to any particular Faculty.

The nomination phase of the competition involves a two-stage process:

1. A Notice of Intent (NOI) due by **October 2, 2017**.
2. A full nomination package due by **December 4, 2017**.

The Notice of Intent must be submitted by Faculties to VPRI by **October 2, 2017** (electronic copies via email to [spc@yorku.ca](mailto:spc@yorku.ca)), and includes:

- A completed NOI Form, inclusive of:
  - Faculty contact, nominee, and chair information
  - 200 word summary of research accomplishments
  - Names and contact information of 6 suggested external reviewers
  - Exclusion of potential reviewers (if applicable)
  - Dean's and nominee's signatures
- CV of nominee

Full nomination packages must be submitted by Faculties to VPRI by **December 4, 2017** (electronic copies via email to [spc@yorku.ca](mailto:spc@yorku.ca)), and includes, in the following order:

- Signed ORS Checklist
- A signed memo from the Dean endorsing the nomination
- A completed Nomination Form
- 3 signed Letters of Reference (Tier 1: all three must have no conflict of interest with nominee; Tier 2: at least one of the three letters must come from an established authority who is not in a conflict of interest with nominee)
- Description of the proposed research program (max 6 pages)
- Description of nominee's expected contributions to research leadership at York (max 2 pages)
- List of references (max 5 pages)
- Up to date CV of nominee

Full nomination packages, including letters of reference, will be sent by VPRI to external reviewers in early December. Following receipt of external reviews, the

Major Awards Advisory Committee (MAAC) will review full nomination files and provide institutional-level internal peer review (expected February 2018).

Feedback and advice from MAAC will then be presented to the university's CRC Advisory Committee (comprised of the VP Academic and Provost, the Affirmative Action Officer, VPRI, AVP Research, AVP Graduate, a CRC Tier 1 representative, a CRC Tier 2 representative, and the Chair of APPRC), which will undertake a ranking of the nominations and make recommendations for approval by the President.

An announcement of successful nominations is anticipated in early spring 2018. Following that, feedback explaining the basis for recommendations will be provided to all nominees and their Faculties.

York University is an Affirmative Action employer, and it committed to equity and the promotion of minority groups, women and people with disabilities. The YRC program therefore actively seeks nominations from Aboriginal people, visible minorities, people with disabilities, and women. As well, the Chair selection process will be proactive in acknowledging differences in career paths and career development for women, minority faculty and faculty with disabilities, so as to achieve an appropriate balance.

For further information, please contact:

Sean Collins  
SIRI Specialist  
Email: [spc@yorku.ca](mailto:spc@yorku.ca)  
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The **timeline** for the 2017-18 York Research Chairs competition is as follows:

<b>DATE</b>	<b>MILESTONE</b>
<b>October 2, 2017</b>	Faculties to submit NOIs to VPRI
<b>December 4, 2017</b>	Full nomination files due to VPRI
<b>Early December 2017</b>	Files sent for external review
<b>Late January 2018</b>	External reviews received by VPRI
<b>February 2018</b>	MAAC Review
<b>Late February/ Early March 2018</b>	Review by CRC Advisory Committee
<b>Mid/Late March 2018</b>	Presidential approval of York Research Chairs
<b>Late March 2018</b>	Notification sent to nominees
<b>July 1, 2018</b>	York Research Chair appointments begin