

## 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: July 5, 2018

Subject: 2018-19 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) 2018-19 competition.

Up to six centrally-supported Chairs will be funded for 2019:

- two Tier 1 Chairs;
- two Tier 2 Chairs; and
- two Early-Career Tier 2 Chairs (for researchers within five years of their first appointment).

In addition, up to two VISTA-affiliated YRCs will be available, which are funded through York's *Vision: Science to Applications (VISTA)* initiative, and provide the same level of support as centrally-supported YRCs. As well, 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, 2019 and a term 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 up to two nominations – however, the Faculty of Liberal Arts & Professional Studies may submit up to four nominations. Faculty submissions may be any combination of Tier 1, Tier 2, or Early-Career Tier 2 Chairs.



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

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

In respect of VISTA-affiliated 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 which best corresponds to the additional nominee they put forward.
- If multiple Faculties wish to co-nominate the same researcher, the nominee will count wholly against the allotment for each Faculty.

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.

It is also expected that due consideration of equity, diversity and inclusion be reflected in each Faculty's nominee selection process. In this regard, diversity across the four designated groups (FDG: women, Aboriginal peoples, persons with disabilities, and members of visible minorities) should be reflected in both the membership of the Faculty selection committee and the nominees themselves.

Further details around equity, diversity and inclusion considerations, as well as the required submission of the nominee shortlist and one-page summary describing Faculty efforts to incorporate these aspects in their nominee selection process, can be found in the York Research Chairs Program Guidelines for 2018-19 Competition.

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) and accompanying equity, diversity and inclusion documentation due by **October 1, 2018**.
2. A full nomination package due by **December 3, 2018**.

The Notice of Intent must be submitted by Faculties to VPRI by **October 1, 2018** (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 (not in a conflict of interest)
  - Exclusion of potential reviewers (if applicable)
  - Dean's and nominee's signatures
- CV of nominee

In addition, each Faculty must submit by **October 1, 2018**:

- the Faculty nominee shortlist, noting which nominees, if any, self-identify as individuals of the FDGs.
- a one-page summary describing how considerations around equity, diversity and inclusion were integrated into the Faculty's nominee selection process. Please see the York Research Chairs Program Guidelines for 2018-19 Competition for more information.

Full nomination packages must be submitted by Faculties to VPRI by **December 3, 2018** (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 positioning the nominee's work in the particular field of research
- A completed Nomination Form
- Three 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)
- List of references (max 5 pages)
- Description of nominee's expected contributions to research leadership at York (max 2 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 2019).

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 2019. Following that, feedback explaining the basis for recommendations will be provided to all nominees and their Faculties.

York Research Chairs for this competition will have a start date of July 1, 2019.

York University is an Affirmative Action employer and strongly values diversity, including gender and sexual diversity, within its community. The YRC program actively seeks nominees with diverse backgrounds and especially encourages candidates in equity, diversity and inclusion categories. As well, the Chair selection process will be proactive in acknowledging the potential impact that [career interruptions](#) can have on a nominee's record of research achievement.

For further information, please contact:

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The **timeline** for the 2018-19 York Research Chairs competition is as follows:

| <b>DATE</b>                | <b>MILESTONE</b>                              |
|----------------------------|---|
| <b>October 1, 2018</b>     | Faculties to submit NOIs to VPRI              |
| <b>December 3, 2018</b>    | Full nomination files due to VPRI             |
| <b>Early December 2018</b> | Files sent for external review                |
| <b>Late January 2019</b>   | External reviews received by VPRI             |
| <b>February 2019</b>       | MAAC Review                                   |
| <b>Early March 2019</b>    | CRC Advisory Committee Review                 |
| <b>Mid/Late March 2019</b> | Presidential approval of York Research Chairs |
| <b>Late March 2019</b>     | Notification sent to nominees                 |
| <b>July 1, 2019</b>        | York Research Chair appointments begin        |