	POLICY ON THE MANAGEMENT OF CANADA RESEARCH CHAIRS ALLOCATIONS #5.7

CATEGORY: Senate Policy	**APPROVAL DATE:** October 30, 2023
EFFECTIVE DATE: October 30, 2023	**REVIEW DATE:** Five years from effective date
APPROVAL: Senate	
SPONSOR: Vice-President, Research	
CONTACT: Director, Research Services	
PREVIOUS VERSIONS: n/a	

1. Introduction

In 2000, the Government of Canada created the Canada Research Chairs Program (CRCP) to attract and retain world-class researchers, and reinforce academic research and training excellence in Canadian postsecondary institutions. Eligible postsecondary institutions receive an allocation of Chairs through a national re-allocation process, conducted every five years, based on the research grant funding received by researchers from the three granting agencies—the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and the Social Sciences and Humanities Research Council (SSHRC)—in the three years prior to the year of the allocation.

OCAD University's Canada Research Chairs (CRC) are established to develop and build upon our priority research areas and enrich our unique and interdisciplinary research environment. Our Canada Research Chairs enhance research in areas of strategic importance, as identified in OCAD University's Strategic Research Plan (SRP). They play a critical role in providing a research training environment for students, establish important national and international collaborations, and bring prestige to the university through research excellence.

2. Purpose

Through the Policy on the Management of Canada Research Chair Allocations, OCAD University commits to managing its CRC allocations in a fair, equitable and transparent manner, and in keeping the CRCP Equity, Diversity and Inclusion Requirements and Practices.

In doing so, we build on our previous processes and enquiries that have embedded EDI (Equity, Diversity and Inclusion) principles into our practices. These practices and guiding principles are highlighted in a number of our high-level policies and documents, such as the Academic Plan and Strategic Research Plan (SRP) and the Presidential Task Force on the Under-Representation of Racialized and Indigenous Faculty and Staff and its recommendations (2018) (Task Force). Our SRP establishes our priority research themes, and affirms our commitment to equity by acknowledging that research and innovation can be best established by challenging the colonial structures built into many research practices.

3. Scope

This policy applies to the management of all Canada Research Chair allocations held by OCAD University, as well as decision-making processes for all new Chair nominations, whether the Chair is used for internal (only open to existing faculty) or external recruitment (to attract new faculty), as well as when an active Tier 2 Chairholder is nominated to a Tier 1 Chair.

4. Policy

4.1. CRC Management Committee

4.1.1. Decision-making affecting OCAD University's CRC allocations will be managed by a CRC Management Committee comprised of:

    a) the Vice-President Research (Chair, non-voting, except in the case of a tie);

    b) the Vice-President Academic and Provost (voting);

    c) the Deans of each Faculty (voting);

    d) a non-voting representative from the Office of Diversity, Equity & Sustainability Initiatives (ODESI), who champions equity issues and ensures equitable allocation of resources; and

    e) a non-voting representative from the Office of Research (ORI), who takes minutes for all Committee meetings and is responsible for sharing pertinent information with members, including up-to-date equity targets.

4.1.2. All members of the Committee must receive unconscious bias training from the Office of People and Culture prior to joining the Committee.

4.2. Establishment and Allocation of Canada Research Chairs

4.2.1. When a Canada Research Chair becomes available, either due to a new allocation from the Canada Research Chairs Program, or due to a newly vacated chair, the VPR will inform the CRC Management Committee of the vacant chair allocation and will seek proposals for the general research area of the chair from the Deans of each Faculty.

4.2.2. The determination of the general research area of the vacant chair will be made in a meeting of the CRC Management Committee. Decisions will be based on the strategic priorities of the university as outlined in the current Strategic Research Plan and with the aim of advancing research strength and training capacity in the designated research area.

4.2.3. Prior to the meeting, the Office of Research & Innovation (ORI) will provide an update on the university's current equity and diversity targets, as defined by the Canada Research Chairs Program equity target setting methodology[i]. The ORI will flag any gaps in meeting the required equity targets that should be considered in the selection of the research area. The Committee will take into account these equity targets and gaps when allocating a vacant Chair position to a Faculty, when deciding which field of research to support with a Chair, and whether to limit the

pool to internal candidates. As required by the CRCP, the Committee must consider the potential for drawing a diverse pool of candidates when defining the targeted field of research.

4.2.4. The Committee will consult with representatives from ODESI and the People and Culture Office to ensure that EDI principles and transparency are built into the recruitment process from the outset.

4.3. Recruitment and Nomination of Canada Research Chairs

4.3.1. The hiring process for a vacant Canada Research Chair position is led by a Recruitment and Nominations Committee comprised of:

a) the Vice-President, Research (Chair, non-voting, except in the case of a tie);
b) One Dean, or designate (voting)

c) One Tenured faculty member selected in accordance with Article 22.1 from relevant faculty (voting)

d) One Tenured/tenure-track faculty member selected in accordance with Article 22.1 from relevant faculty (voting)

e) One graduate student representative from any Faculty selected by the Chair (voting)

f) One additional OCAD U faculty member may be added at the discretion of the Committee to improve representation and to provide specific expertise (voting); and

g) As required by the CRCP, one staff or faculty member selected for specific equity expertise and identified as the equity, diversity and inclusion champion (voting)

4.3.2. All members of the Committee must receive unconscious bias training from the Office of People and Culture prior to joining the Committee.

4.3.3. The Recruitment and Nominations Committee must have significant representation from underrepresented populations as per OCAD University hiring practice and, as required by the CRCP, must include a minimum of one individual from one of the underrepresented groups as defined by the CRCP.

4.3.4. A job posting for the vacant Chair position will be developed by the Recruitment and Nominations Committee in consultation with the Office of People and Culture. Chair positions will be publicly advertised on OCAD University's CRC Public Accountability web page for a minimum of 30 days prior to the closing of the competition. The job posting will be advertised no more than two years prior to the nomination being put forward to the CRCP.

4.3.5. The selection criteria and assessment process for recruitment of the Chair position will be finalized prior to the process being undertaken, and will be applied consistently and fairly to all candidates. Decisions will be carefully documented in writing by the Recruitment and Nominations Committee at each stage of the process and documentation will be submitted to the People and Culture Office for record-keeping.

4.4. Use of the Emergency Retention Mechanism

4.4.1. As stipulated by the CRCP, Canada Research Chair positions may only be used for emergency retention in very exceptional circumstances and must contribute to meeting OCAD University's equity targets[ii]. Use of the emergency retention mechanism must follow the CRCP's specific requirements for public accountability and transparency[iii].

4.5. Renewals

4.5.1. The CRC Management Committee will have oversight over decision-making to determine whether a Chair will be nominated for renewal based on established criteria. These criteria must be communicated to Chairholders at the beginning of and during their terms, as needed.

4.5.2. No less than 18 months prior to the end of the current Chairholder's Term End Date, the Chairholder will submit a Performance Report covering the first years of their term to the relevant Dean of Faculty.

4.5.3. The CRC Performance Report will be reviewed by Dean of Faculty who will evaluate the Chairholder's performance using the established criteria and will make a written recommendation to the CRC Management Committee.

4.5.4. All Chairs that are not renewed, or become otherwise vacant, will revert centrally to the university for reallocation in accordance with section 4.2 of this Policy.

4.6. Loss of Chairs Through Reallocation Process

4.6.1. In the event that a Chair position is lost as a result of the CRCP's reallocation process, the CRC Management Committee will have oversight over decision-making to phase out a current Chairholder position.

4.7. Corridor of Flexibility

4.7.1. The CRC Management Committee will have oversight over decision-making processes involving use of the Corridor of Flexibility.

4.8. Institutional Supports Provided to Canada Research Chairs

4.8.1. The CRC Management Committee will have oversight over decision-making processes involving what level of institutional support is provided to Chairholders at the time of recruitment. Institutional supports may include course release, salary and benefits, portion of CRC funds reserved for Chair's research costs, mentorship, administrative support, and allocation from the university's Canada Foundation for Innovation John R. Evans Leaders Fund (JELF) envelope, etc.

4.8.2. The CRC Management Committee will employ measures to ensure that individuals from the four designated groups[iv] are not disadvantaged in negotiations related to the level of institutional support provided to them.

5. Definitions

"Canada Research Chair"

There are two types of Canada Research Chairs:

Tier 1 Chairs, tenable for seven years and renewable once, are for outstanding researchers acknowledged by their peers as world leaders in their fields. For each Tier 1 Chair, the institution receives $200,000 annually for seven years.

Tier 2 Chairs, tenable for five years and renewable once, are for exceptional emerging researchers, acknowledged by their peers as having the potential to lead in their field. For each Tier 2 Chair, the institution receives $100,000 annually for five years, with an additional $20,000 annual research stipend for first-term Tier 2 Chairs.

"Canada Research Chairs Program"

The Canada Research Chairs Program (CRCP) is a tri-agency initiative of the Social Sciences and Humanities Research Council (SSHRC), the Natural Sciences and Engineering Research Council (NSERC), and the Canadian Institutes of Health Research (CIHR) (the agencies). It is administered by the Tri-agency Institutional Programs Secretariat, which is housed within SSHRC. The CRCP offers eligible Canadian degree-granting institutions the opportunity to nominate a diverse cadre of outstanding researchers for professorships in areas that will further the institution's strategic research plan and enable them to maximize their contributions as centres of research and research training.

"Corridor of Flexibility"

The corridor of flexibility provides institutions with a set number of "flexible Chairs." This allows institutions to change the tier or the research area of a limited number of their allocations.

"CRCP Equity, Diversity and Inclusion Requirements and Practices"

All Canada Research Chair positions must be filled using the [CRCP's requirements for recruitment and nomination](), which are based on the principles of openness, transparency and accountability. These outline the minimum requirements institutions must meet when filling a chair allocation.

"CRC Management Committee"

The committee responsible for making decisions affecting the use of OCAD University's CRC allocations including the potential use of the corridor of flexibility.

"CRC Public Accountability web page"

Institutions participating in the Canada Research Chairs Program must clearly publish on their websites information related to the management of their chair allocations as outlined in the CRCP's [Equity, diversity and inclusion public accountability and transparency requirements](). OCAD University's public accountability web page is

available at: https://www.ocadu.ca/research/canada-research-chairs/accountability-and-transparency

"Emergency Retention Mechanism"

A mechanism whereby a Canada Research Chair position is offered without a competitive process to an individual to retain them within the institution. The emergency retention mechanism may be used only by institutions that are meeting all of their equity targets, or in cases where the nomination contributes to meeting these targets. Specific requirements guiding use of the emergency retention mechanism are available through the CRCP website: https://www.chairs-chaires.gc.ca/program-programme/equity-equite/recruitment-recrutement-eng.aspx#wb-tphp

"Equity Targets"

All institutions participating in the Canada Research Chairs Program are required to establish equity targets, using the program's methodology, to address systemic barriers to participation in the program for individuals from the four designated groups as defined by the CRCP: racialized individuals, Indigenous Peoples, persons with disabilities, and women and gender equity-seeking groups. All participating institutions were required to submit an equity target plan to the program by June 4, 2021. These plans required setting equity targets for each of the four designated groups, as applicable, for each equity target deadline. This is to lead institutions incrementally, over 2021 to 2029, to the population-based equity targets. Large institutions with 40 or more allocated chairs are also required to set targets by tier to ensure representation at both the emerging Tier 2 and established Tier 1 levels. For more information, see the CRCP's website: https://www.chairs-chaires.gc.ca/program-programme/equity-equite/targets-cibles-eng.aspx .

"Equity Target Setting Methodology"

The CRCP's equity target-setting methodology implements incremental equity targets for the program, based mainly on Canada's population (2016 Census), for each of the four designated groups, as follows: racialized individuals 22%, Indigenous Peoples 4.9%, persons with disabilities 7.5%, and women and gender equity seeking groups 50.9%. For more information, see the CRCP's website: https://www.chairs-chaires.gc.ca/program-programme/equity-equite/targets-cibles-eng.aspx

"Four Designated Groups"

The Canada Research Chairs Program identifies the four designated groups as follows: racialized individuals, Indigenous Peoples, persons with disabilities, and women and gender equity-seeking groups. For more information, see the CRCP's website: https://www.chairs-chaires.gc.ca/program-programme/equity-equite/targets-cibles-eng.aspx

"Period of tenure"

The period of tenure for Tier 1 Canada Research Chairs, Canada Excellence Research Chairs and Canada 150 Research Chairs is seven years from the Term Start Date. The period of tenure for Tier 2 Canada Research Chairs is five years from the Term End Date.

"Performance Report"

As a requirement of the CRCP's renewal nomination process, the nomination form includes a performance report that must clearly demonstrate how the chairholder has achieved the objectives set out in the original nomination; that the chairholder has upheld the program's standards of excellence; and what the added value has been of holding a Canada Research Chair at the institution.

"Recruitment and Nominations Committee"

The committee responsible for the recruitment and selection of an individual for nomination to fill a given Canada Research Chair appointment. The Recruitment and Nominations Committee must use a fair and objective recruitment process when making all decisions and must adhere to the CRCP's requirements for recruiting and nominating Canada Research Chairs.

"Renewals"

For the purposes of the Canada Research Chairs Program (CRCP), "renewal of a chair" refers to the one-time continuation of a current chairholder in the same position at the same institution for one additional term.

"Strategic Research Plan"

OCAD University's Strategic Research Plan (SRP) identifies opportunities for strategic development and growth of research and research training, highlighting those areas of research in which the university intends to deploy Canada Research Chairs and/or research infrastructure support, identifies planned inter-institutional and inter-sectoral collaborations, and identifies how we will assess our success in meeting the objectives established by the plan. OCAD University's current SRP is available at: https://www.ocadu.ca/Assets/content/research/strategic-research-plan-2019-2024.pdf

"Term Start Date"

The date on which the chairholder takes up the Chair appointment. The start date must be within 12 months of the institution receiving the Notice of Award. See Chairs Administration Guide for more information.

"Term End Date"

The end date of the chairholder's period of tenure. See also definition for "period of tenure".

"Unconscious bias training"

This type of training can include training on employment barriers facing equity-seeking groups and biases in selection processes developed and delivered collaboratively by ODESI and the Office of People and Culture, as well as the Unconscious Bias Training Module made available through the Canada Research Chairs Program.

6. Related Policies and Agreements

Accommodation in Employment for Persons with Disabilities

https://www.ocadu.ca/Assets/documents/8501-accommodation-in-employment-for-persons-with-disabilities.pdf

Respectful Work & Learning Environment Policy

https://www.ocadu.ca/sites/default/files/documents/Respectful%20Work%20Learning%20Environment%20Policy%20Revised%20October%2012%2C%202022%20(Approved%20November%209%2C%202022).pdf

Educational & Employment Equity Committee (EEEC) Terms of Reference:

https://www.ocadu.ca/Assets/content/EEEC+Terms+of+Reference.pdf

Memorandum of Agreement Between Ontario College of Art & Design University and Ontario College of Art & Design Faculty Association:

https://www.ocadu.ca/sites/default/files/assets/files/2020-23%20Memorandum%20of%20Agreement.pdf

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[i] See Canada Research Chairs Program equity target setting methodology: (https://www.chairs-chaires.gc.ca/program-programme/equity-equite/targets-cibles-eng.aspx).

[ii] Equity targets are established by the Canada Research Chairs Program using the equity target setting methodology outlined at (https://www.chairs-chaires.gc.ca/program-programme/equity-equite/targets-cibles-eng.aspx).

[iii] See section 9) Emergency retention mechanism: https://www.chairs-chaires.gc.ca/program-programme/equity-equite/recruitment-recrutement-eng.aspx#wb-tphp

[iv] The four designated groups as defined by the Canada Research Chairs Program include racialized individuals, Indigenous Peoples, persons with disabilities, women and gender equity-seeking groups. For more information see https://www.chairs-chaires.gc.ca/program-programme/equity-equite/targets-cibles-eng.aspx