



Implementation Plan for the Nomination and Recruitment of Canada Research Chairs

*Offices of the Provost and Vice-President Academic
and Vice-President Research
June 2007*

The purpose of this document is to provide the University of Saskatchewan with a collegial and transparent process regarding opportunities afforded by the Canada Research Chairs program, while preserving the authority of the CRC Oversight Committee for the allocation and nomination of Chairs.

The Oversight Committee consists of the Provost and Vice-President Academic and Vice-President Research as members. The Vice-Provost and Associate Vice-President Research attend all meetings as resource personnel, and the Manager of the Innovation Programs Unit (Office of Research Services) provides support to the Committee.

At the inception of the CRC Program in 2000, the Oversight Committee was appointed by the President and given responsibility for the overall governance of the Canada Research Chairs Program at the University of Saskatchewan. This delegated authority allows the Oversight Committee to make the final decision on the development and implementation of the University of Saskatchewan CRC Strategic Research Plan that is required by the CRC Program, as well as all CRC submissions to the national CRC program.

The first CRC Strategic Research Plan was developed in 2000; the second plan was developed in 2003 under the direction of the CRC Theme Chairs Committee. For the development of the third plan (2006), the Oversight Committee formed a CRC Strategic Research Plan sub-committee, with broad representation from the academy and Council committees and chaired by Jim Basinger (member, Research Scholarly Artistic Work Committee of Council). Apart from assisting in the development of the University's new strategic plan, this sub-committee was requested by the Oversight Committee to recommend on the process for allocation, recruitment, nomination, and appointment of CRCs at the University of Saskatchewan.

Based on the recommendation by the CRC Strategic Research Plan sub-committee, the Oversight Committee has determined that two new committees will be established.

CRC Advisory Committee: will provide a forum for collegial consideration and serve in an advisory capacity to the Oversight Committee. This Committee will be a sub-committee of the Joint Committee on Chairs and Professorships, which will permit the streamlining of the general processes associated with Chairs at the University of Saskatchewan while still recognizing the specificity associated with particular programs, such as the CRC.

CRC Search Committee: will conduct the search process for all CRCs. This Committee will be established based on the college and/or discipline identified by the CRC Oversight Committee and will be created in accordance with Article 13.5.1.2 of the Collective Agreement. The Committee will be responsible for refinement of the search parameters (provided by the CRC Oversight Committee), the advertising for and identification of suitable candidates in consultation with the relevant University community, and guidance of the interview process.

CRC Advisory Committee Terms of Reference

The CRC Advisory Committee will provide a forum for collegial consideration and serve as an advisory body to the CRC Oversight Committee. This Committee will be a sub-committee of the Joint Committee on Chairs and Professorships (JCCP), which will permit the streamlining of the general processes associated with Chairs at the University of Saskatchewan while still recognizing the specificity associated with particular programs, such as the CRC.

Membership

- Associate Vice-President Research – Chair
- Vice-Provost
- Member of the Research, Scholarly, and Artistic Work Committee who serves as a member of JCCP
- One representative from the Associate Deans Research Forum
- Three senior scholars representing the SSHRC, CIHR, and NSERC communities
- Manager, Innovation Programs Unit – resource/support

Mandate

- Provide recommendations to the CRC Oversight Committee on the allocation and recruitment of vacant CRC positions, based on the University of Saskatchewan's 2006 Strategic Research Plan
- Serve as the first point of contact for the University community to discuss potential new CRC applicants
- Advise the academy of the process for nomination and recruitment of CRCs at the University of Saskatchewan
- Upon request from the CRC Oversight Committee, provide detailed search parameters as follows:
 - Timeliness for Search Committee activities
 - Solicit information for the search process – who should be consulted (colleges, departments, and other stakeholders)
 - Develop position profile, including selection criteria
- Provide a consultative role to the CRC Oversight Committee and CRC Search Committee during the search process

Meeting Schedule

The Committee will meet four times per year or at the call of the Chair.

Evaluation

The Terms of Reference will be reviewed every two years or as needed.

CRC Search Committee Terms of Reference

This Committee will be established based on the college and/or discipline identified by the CRC Oversight Committee and will be created in accordance with Article 13.5.1.2 of the Collective Agreement. The Associate Vice-President Research and the Vice-Provost will act as Co-Chairs of this Committee, which will be responsible for refinement of the search parameters (provided by the CRC Oversight Committee), the advertising for and identification of suitable candidates in consultation with the relevant University community, and guidance of the interview process.

Membership

- Associate Vice-President Research or designate – Co-Chair (non-voting member)
- Vice-Provost or designate – Co-Chair (non-voting member)
- Manager, Innovation Programs Unit – resource/support

In addition to the above, one of the following sets of members will make up the CRC Search Committee, depending on the type of CRC position being considered:

- For discipline-specific CRC positions
 - Dean or designate
 - Department Head or designate
 - Senior scholar from the discipline
- For interdisciplinary CRC positions
 - Deans or designate of the relevant colleges
 - Heads or designate of the relevant departments
 - One senior scholar from each college represented
- For interdisciplinary CRC positions within Schools
 - Executive Director of the School
 - Founding members of the School

Mandate

- Refinement of the search parameters provided by the CRC Oversight Committee
- Advertisement of the CRC position
- Identification of suitable candidates in consultation with the relevant University community
- Guidance of the interview process
- Recommendation of candidate(s) for a CRC nomination to the CRC Oversight Committee

Meeting Schedule

The Committee will meet as needed.

Evaluation

The Terms of Reference will be reviewed every two years or as needed.