

|   |  |  |
|---|--|--|
|  <p><b>Research Excellence Awards Committee Terms of Reference</b></p> | <p><i>Policy Sponsor:</i><br/>Faculty Council</p>      | <p><i>Approval Date:</i><br/>May 27, 2010</p>  |
|   | <p><i>Responsible Unit:</i><br/>Research Committee</p> | <p><i>Amendments:</i><br/>See end of document; most recent: January 30, 2025, by Faculty Council</p> |

**Titles:** There will be two awards annually: The Faculty of Health Early Career Research Excellence Award and The Faculty of Health Senior Research Excellence Award.

**Purpose:** These annual awards are designed to recognize outstanding research that leads to significant progress in the understanding and/or management of a health-related problem. The contribution to a health-related field, impact and overall excellence will be considered.

**Award Recognition:** The Awards consist of plaques that will be displayed in a prominent place in the Faculty of Health and the recipients will receive individual plaques. In addition, the recipients will receive \$500 to support their research program. The Awards will be presented at the Spring Full Faculty meeting.

**General Eligibility:** The Faculty of Health Research Excellence Award will be open to all researchers who are, normally, in a probationary tenure track or tenure track position in the Faculty. Holders of funded chairs such as Canada Research Chairs or endowed chairs are ineligible. The Award cannot be given to the same person or team more than once unless there are unusual and compelling reasons. The two awards cannot be held at the same time by the same person or team.

- **Senior Research Excellence Award:** Faculty members whose major appointment is in the Faculty of Health will be eligible to receive the Award. A team of researchers with significant involvement of FH faculty may also be eligible
- **Early Career Research Excellence Award:** Faculty members whose major appointment is in the Faculty of Health and who are within the first seven years\* of their first independent, research-related appointment will be eligible to receive the Award. *\*Eligible delays in research (e.g., maternity, parental, medical, bereavement) will be subtracted.*

**Process:** The Dean’s Office will invite nominations for these awards from faculty members through the normal Schools/College communication systems. Self nomination is not permitted. Nominations will be received and considered by a committee comprising of two senior FH faculty (one with a qualitative background and one with a quantitative background), a senior member of the academic community at large, one of the two previous year’s recipients and a senior research graduate

student. The Committee will be established by the Faculty Research Committee and convened by the Director – Research.

**The Nomination:** The nominator will provide the committee with a brief letter of nomination (2-page max.) providing the nominee’s name, the School/College affiliation and justification for the nomination.

The Committee will invite the Nominee to submit:

- a) A letter (max 1 page) to the Committee outlining their research accomplishments and contributions to a health-related field, evidence of research innovation and research impact and excellence. This may include national/international recognition of their research program and where appropriate evidence of successful mentoring of students and/or colleagues. The impact of the nominee’s research should be identified and may include, *but is not limited to*, reference to, citations, knowledge translation, community impact, policy etc. Please address the criteria noted below.
- b) A current CV that clearly articulates the nominee’s role in research grants, contracts, presentations, and other forms of research dissemination, including, but not limited to, community engagement and knowledge translation/mobilization activities, peer-reviewed publications, policy documents etc., over their academic career
- c) A letter of support that highlights:
  - the nominee’s principal research contributions
  - evidence of national and/or international recognition of the nominee’s expertise and stature in the field.
  - evidence of successful supervision of research trainees and mentoring of colleagues (as appropriate for Senior and Early Career level nominations).
  - Evidence related to community-engaged scholarship including working with community groups to implement research initiatives as well as dissemination activities.

**Criteria.** Research activities of the Faculty of Health are diverse in scope, subject matter and methodologies. Each nomination will be reviewed and judged on demonstration of:

- a) *research innovation,*
- b) *contribution to a health-related field,*
- c) *impact and,*
- d) *overall excellence.*

### **Evaluation**

Each Committee member will rank the nominations with 1 equal to the highest ranking. The Committee Chair will present the rankings to the Committee for discussion and decide on the top nomination by consensus. If consensus is not possible, the awardee shall be decided by majority.

### **Dates for submission:**

The Call for Nominations will be sent out to the Schools/College in the Fall term, with a deadline for nominations two months later.

Nominees will submit their letter and support materials electronically as detailed above by a date determined by the Director – Research, normally within 4 – 6 weeks of the submission of Nominee names.

***Revision Log:***

Approved by FHP Faculty Council, May 27, 2010

Revised by MAC November 10, 2011

Revisions approved by FHP Faculty Council, November 24, 2011

Revised by Deans Office November 17, 2015 (format)

Revised by Deans Office January 16, 2017 (titles)

Revised by Dean's Office October 17, 2018 (titles)

Revised by Dean's Office October 27, 2020 (nomination documentation)

Revisions approved by Research Committee October 27, 2020

Revisions approved by Research Committee January 25, 2022, and Faculty Council April 28, 2022

Revisions approved by Research Committee January 28, 2025, and Faculty Council January 30, 2025