

 DALHOUSIE UNIVERSITY FACULTY OF HEALTH Terms of Reference: Renewal of Canada Research Chair (CRC) Committee	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> Faculty Council, Sept 2009
	<i>Responsible Unit:</i> Dean's Office	<i>Amendments:</i> Dean's Office, Oct 2011 Formatting, March 2018

FUNCTION:

To review the performance of a Canada Research Chair with a view to making a recommendation to the Dean in regard to renewal of the Chair.

MEMBERSHIP:

- Associate Dean (Research & Academic) or alternate
- Two Research Chairs, one of whom will be external to the Faculty
- Two Senior faculty members with strong research programs
- The Director of a School other than the home unit of the Chair
- Director of Research (*ex-officio*)

GUIDING PRINCIPLES:

The committee will adhere to the process developed by the Canada Research Chairs programme entitled “Renew A Chair” and Dalhousie University’s document “Canada Research Chairs (CRC) Renewal Process”.

PROCESS:

The Committee will review documentation provided by the Chair. This information must include but is not limited to, the following:

1. A Performance Report (2 – 3 pages) that clearly demonstrates how the chair holder has achieved the objectives set out in the original nomination and a brief description of future plans for the Chair.
2. The Canada Research Chair’s Curriculum Vitae using the CRC form.
3. Letter of support from School/Department Head (s) specifically outlining unit contribution.
4. Letter(s) of support from external agencies in which the chair holder has played a significant role.
5. Three arms-length external referees (“arms-length” as defined in the Faculty Guidelines for Tenure and Promotion¹, with the final determination of the suitability of a nominated

¹ Arm’s Length: Taken from the Faculty of Health Tenure and Promotions Guidelines:

“The concept of arm's length is a principle which implies that the external referees have no connections or relationships with the candidate in question in order to increase the likelihood of an objective assessment. Accordingly, the following categories of individuals will not be considered as suitable external referees: the candidate's dissertation supervisor, the candidate's

individual with respect to possible bias or conflict of interest being made by the Director of the home School/College after consultation with the School/College Tenure and Promotions Committee).

6. Three publication (reprints) completed within term of Chair.

STRATEGIC RESEARCH PLAN:

The Committee should be aware that all Canada Research Chair nominations have to clearly fit within the Strategic Research Plan of the University.

teachers or the candidate's spouse. It is recognized that in the context of collaborative research it may be difficult to find external referees who have no connection with the candidate, but external referees should not include individuals who have collaborated closely and frequently with the candidate in the production of scholarly works and publications. It is the responsibility of the candidate to disclose all connections with, and the nature of his/her relationship to, all individuals being nominated as external referees. The final determination of the suitability of a nominated individual with respect to possible bias or conflict of interest will be made by the Director after consultation with the School Tenure and Promotions Committee”.