

 DALHOUSIE UNIVERSITY FACULTY OF HEALTH	<i>Policy Sponsor:</i> Faculty Council Research Committee	<i>Approval Date:</i> June 24, 2021
Internal Faculty Review Process for Canada Research Chair Renewals	<i>Responsible Unit:</i> Director of Research Associate Dean Research	<i>Amendments:</i>

Canada Research Chairs (CRC) are renewable once for a seven-year (Tier 1) or a five-year (Tier 2) term.

Process

Prior to internal Faculty of Health review:

1. Approximately one year prior to the final deadline to renew a Canada Research Chair award, the Vice President Research & Innovation (VPRI) will convene a meeting with the appropriate Dean and the Vice President Academic (VPA) to discuss the University's allocation of CRCs.
2. Prior to this meeting, the Associate Dean Research consults with Dean and School/College Director to determine feasibility of renewal and Faculty and School/College level support for renewal.
3. Decision on Faculty and School/College level support is communicated to the VPRI and VPA.
4. Once a renewal has been deemed possible and approval to proceed has been provided by the VPRI and VPA, an internal review process must take place within the Faculty for renewals of Canada Research Chairs (CRCs).

Internal review process

An ad-hoc review committee comprised of 4 members of the Faculty of Health Research Committee and chaired by the Associate Dean Research will undertake the review process and provide a motion related to its recommendation to Faculty Council for discussion and approval. Selection of members of the ad-hoc review committee will take into consideration the nature of the Chairholder's body of work and principles of equity, diversity and inclusion. The Faculty review will address the scholarly qualities of the Chairholder, degree to which objectives of the Chairholder's first term were met, the integration of the Chairholder's research with the

Faculty's research priorities and strategic plan, and the University's Signature Research Clusters, the Chairholder's performance in relation to the selection criteria of the CRC program, and proposed research activities for the next term.

Chairholders up for renewal will provide the following materials to the Director, Research (timeline for submission will be provided in correspondence to the Chairholder):

- a) A performance report (2-3 pages) that clearly demonstrates how the Chairholder has achieved the objectives set out in the original nomination and a description of future plans for the Chair (including objectives and research activities).
 - b) Updated curriculum vitae (formatted as per CRC CV module in online application forms – see instructions [https://www.chairs-chaires.gc.ca/programme/convergence_portal_instructions-instructions_portail_convergence-eng.aspx#CV Documents](https://www.chairs-chaires.gc.ca/programme/convergence_portal_instructions-instructions_portail_convergence-eng.aspx#CV_Documents)).
1. Research Committee members will review and discuss the Chairholder's submission at a regularly scheduled monthly meeting (date determined based upon appropriate amount of time for review) and agree upon a motion related to its recommendation to Faculty Council.
 2. Associate Dean Research will present the Research Committee's motion to Faculty Council at the next scheduled meeting.
 3. If Chairholder is recommended for renewal by Faculty Council, Dean will notify VPRI & VPA of the Faculty recommendation in writing. The Dean's letter will outline how the renewal is integrated with the Faculty's research priorities and strategic plan and the University's Signature Research Clusters, while also addressing the productivity and impact of the Chairholder's research, and the proposed program of research.
 4. VPRI & VPA will communicate the final decision of the University concerning the renewal of the candidate to the Dean, who will inform the School/College Director and the Chairholder.
 5. Following internal approval for the candidate to pursue renewal of the Chair, the candidate can complete the renewal application to be submitted and reviewed by the Canada Research Chairs program (link above). The Office of Research Services will coordinate the renewal application with assistance from the Faculty of Health Research Office.