

## Nomination of a York Research Chair

### Nominee Information

Name:

Position:

Faculty:

Department:

Email:

### Faculty Contact (normally Research Director or Research Officer)

Name:

Email:

### Chair Information

Title:	York Research Chair in <input type="text"/>		
Tier:	Tier 1 <input type="radio"/>	“Regular” Tier 2 <input type="radio"/>	Early-Career Tier 2 <input type="radio"/>
Type:	Centrally Supported <input type="radio"/>	Faculty-Based <input type="radio"/>	VISTA Affiliated* <input type="radio"/>
Nominee’s Primary Funding Council:	CIHR <input type="radio"/>	NSERC <input type="radio"/>	SSHRC <input type="radio"/>
Adjudication Stream:	Science, Technology, Engineering and Mathematics (STEM) <input type="radio"/>		
	Social Sciences, Humanities and Arts (SSHA) <input type="radio"/>		

\*Requires endorsement letter from the VISTA Leadership Council

### Equity, Diversity and Inclusion Considerations

An equitable, diverse and inclusive environment is a key consideration of the York Research Chair program, and strongly aligns with York’s core values. Self-identification is central to ensuring a diverse range of nominees for consideration and self-identification information will be used in adjudication to advance equity.

Nominees who wish to update their self-identification information may do so by completing the employment equity self-identification survey found at

<https://hr1.apps01.yorku.ca/machform/view.php?id=1> (Login to York Passport required).

## Tier 2 Eligibility

If the nominee is outside their window of eligibility at the time of nomination, please briefly explain and provide dates for all formal leaves taken since starting their first academic appointment, in order to confirm eligibility.

**For the 2022-23 cycle, the Tier 2 eligibility period is being extended by one year** owing to the impact of COVID-19. As a result, “Regular” Tier 2 nominees must be within 16 years of their first academic appointment, corresponding to an appointment beginning anytime in or after 2006. For Early-Career consideration, nominees must be within 6 years of their first academic appointment, which corresponds to an appointment beginning anytime in or after 2016.

Note that the eligibility window for Tier 2 (both “Regular” and Early-Career) is such that for all leaves except professional leaves (such as training-related, sabbatical, and administrative-related leaves), the eligibility window is extended by twice the time interruption.

Please see YRC Guidelines for the definition of first academic appointment .

**Research Context**

Provide context for your research, situating it within your particular field (100-words).

**Research Summary**

Provide a 200-word summary, written in lay language, describing the uniqueness and importance of the proposed research program. This summary may be used for publicity purposes.

**Research Funding Plan**

Outline your research funding plan, describing how you will leverage your YRC to secure new research funding (Tri-Council and/or other) over the term of your Chair. (250 words)

## **Budget Justification**

Describe how York Research Chair funds and any associated teaching release time will be used to support the program of research (250 words).

Tier 1 Chairs are provided with a minor research grant of \$25,000/year for five years, while Tier 2 Chairs are provided with a minor research grant of \$20,000/year for five years. These funds are considered an internal research grant; for specific guidance on eligible expenses for these funds, please consult with your Faculty Research Office or the York Finance website.

**Previous/Current YRC Chairholders**

Nominees who currently hold, or previously held, a York Research Chair (i.e., are pursuing a second term) are asked to describe how they effectively leveraged their Chair over their first term in respect of external research funding, advancement of their research program, demonstrated research leadership, training of highly qualified personnel, and other related accomplishments, awards, prizes, etc.

## Attachments

Append sections 1-3 as a single, free form attachment. Submit section 4, the EDI Action Plan, as a separate PDF document. Please follow formatting and page limits as described below.

Please adhere to the following formatting conventions in regard to format:

- Paper must be **8 ½" x 11"** and **margins must be at least ¾"** all around.
- Use **12-point** Times New Roman font or larger, maximum of six lines per inch, single spaced.
- Nominee's name and page number listed at the top of each page.
- Please use the following naming conventions for the nomination files:
  - Nomination form with attachment (sections 1-3): NomineeLastName\_Faculty\_TierX.
  - EDI Action Plan (section 4): NomineeLastName\_EDI-Plan.

### 1. Description of the proposed research program<sup>1</sup> (maximum 5 pages excluding references)

In clear, plain, non-specialist language, the nominee (with support from the Faculty) must propose an original and innovative research program that will be undertaken over the five-year term of the Chair. Using the following guidelines, describe the program in sufficient detail to allow informed assessment by qualified reviewers. While there is a separate section for the Equity, Diversity and Inclusion Action Plan, it is expected that equity considerations will be integrated into the design of the research program.

#### a) Objectives

- Briefly state the explicit objectives of the proposed research program.

#### b) Context

- Explain what makes the research program original, innovative and of the highest quality (Tier 1), or what makes the research program original, innovative and of high quality (Tier 2).
- Situate the proposed research within the context of the relevant scholarly literature.
- Explain the relationship and relevance of the proposed research to the nominee's ongoing research.
- If the proposed research program represents a significant change of direction from the nominee's previous research, describe how the proposed program relates to experiences and insights gained from earlier research achievements, and if applicable, how the nominee will ensure the appropriate level of expertise needed (e.g., through collaboration) to successfully implement the proposal.
- Explain the anticipated contribution of the research program to the existing body of knowledge in the area of research.
- Describe the theoretical approach or framework (if applicable).

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<sup>1</sup> While the constituent elements of a program of research will vary from one field of study to another, the York Research Chairs program understands a program of research as a sustained research enterprise that includes one or more projects or other components, and which is shaped by broad objectives for the advancement of knowledge. It might be undertaken primarily by one investigator and be encompassed within a single research career, or it could mobilize a team of researchers during a specific period. In pursuit of the overall objectives, specific approaches and methods are advanced, adopted and modified as the research proceeds and as findings are made and reported.

c) *Methodology*

- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis that will be used to achieve the stated objectives.
- Indicate how [GBA+](#)/[SBGA](#) considerations have informed the research design, or if not, provide a rationale as to why no aspect of the proposed research would benefit from such an analysis.
- Justify the choice of methodology.

d) *Engagement with research users and communication of results*

- Describe, if applicable, how research users (e.g., media, academics, industry, government, not-for-profit and private sector organizations, practitioners, policymakers, educators, artistic and cultural communities, etc.) will be engaged during the various stages of the research program (e.g., conception/design, implementation, communication of results, etc.).
- Describe how the research results will be disseminated (e.g., conferences; peer-reviewed publications, monographs and books; copyrights, patents, products and services; technology transfer; creative or artistic works; etc.).

e) *Description of proposed training strategies*

- Describe the training strategies that have been and/or will be used to attract excellent students (e.g., doctoral, masters, undergraduate) and trainees to the University.
- Describe the specific roles and responsibilities of students and trainees and indicate the duties, especially with respect to research, that they will be undertaking and how these will complement their academic training and develop their research expertise.

f) *List of references*

- Attach a list of all references cited in the proposed research program.

**2. Describe the nominee's expected contributions to research leadership at York (maximum 1 page)**

YRCs are expected to make substantial contributions to research leadership at York. Describe how the nominee will exhibit leadership in promoting the overall development of scholarship, research, and creative activities at York that extends beyond their personal research programs. This may include involvement in broader intellectual activities such as stewardship of initiatives, organization of symposia or conferences, networking, outreach and knowledge mobilization activities and/or participation in research-related committees.

**3. Up to date CV of nominee**

Nominees **must** adhere to the following CV structure. **Please note that section e) Research Funding History and section g) Research Contributions, are both limited to the past 6 years only.** However, nominees may extend the timeframe for Research Funding History and Research Contributions if they have taken a formal leave or major interruption that meets the following criteria: a) The leave(s) must have been for parental leave, extended illness, or the care and nurturing of the Chairholder's immediate family members and the employer formally approved the leaves; b) the leave(s) must have occurred within the 10 years prior to the nomination submission deadline date; and c) the leave(s) must have been long enough to have had an impact on the nominee's productivity. The extension permitted is twice as long as the formal leave taken. The nominee must



also note the leave and indicate a CV extension has been used in section K) *Career Interruptions or Special Circumstance Affecting Productivity*.

a) *Personal Information*

b) *Education*

c) *Honours and Special Recognitions*

d) *Employment History*

e) *Career Interruptions or Personal Circumstances (if applicable)*. If applicable, nominees should clearly explain the circumstances that have had an impact on their research productivity. These circumstances may include parental leave, extended illness, COVID-19 pandemic, publication delays (e.g., a delay in publication to protect intellectual property or securing agreement from community groups), or intellectual leadership involvement. Provide the dates of all/any formal leaves taken. **Sections e) Research Funding History and h) Research Contribution may be extended by double the amount of time of a formal leave or interruption when indicated here.**

f) *Research Funding History (over the last 6 years only)*

g) *Conventions in the Discipline (maximum 1 page)* - Forms of research publications/contributions and methods can vary greatly among disciplines. Given that the nomination will be reviewed by an interdisciplinary adjudication committee that includes researchers who may not have direct expertise in the nominee's field, clearly explain the conventions in the nominee's discipline, to allow informed assessment of the nominee's research contributions by a variety of experienced researchers.

Describe the following:

- the publication conventions in the nominee's discipline(s) (i.e., what is the primary method for sharing research (journals, books, conferences), what is the typical rate of publication?);
- the choice of venues for the dissemination of the nominee's research results (nominee may wish to indicate a publication strategy, such as focus on open access, top journals, regional journals, specialized journals, etc.);
- the citation conventions for the discipline(s) (e.g., senior author first in multi-authored publications; typical to publish jointly or as a sole author);
- the publication conventions in the discipline(s) as they relate to students and trainees (i.e., do students typically publish with supervisor and if so, where in the author order would the student go compared to supervisor, etc.);
- the particularities and/or challenges involved in the publication of interdisciplinary or multidisciplinary research results, if applicable; and
- the particularities and/or challenges involved in the publication or gathering of data for community-based or Indigenous research, if applicable.

h) *Most Significant Research Contributions* – List 3-5 of your most significant contributions to research and/or to practical applications over the course of your career. For each, describe the

significance in terms of influence on the direction of thought and activity in the target community and in terms of significance to, and use by, other researchers and end users. For collaborative efforts, describe the nominee's role. A contribution does not need to be limited to a single publication or report but can describe a body of work.

- i) *Research Contributions (over the last 6 years only)* – some examples of research contributions include, but are not limited to: books, chapters of books, articles, monographs, memoirs, special papers, review articles, conference/symposia proceedings and abstracts, patents, copyrights, products, services, technology transfer, creative or artistic works (including individual or collective literary or artistic works such as novels, short stories, poetry, films, videos, visual art, booklets, records, sound creation, collections, exhibition catalogues, etc.), government publications, book reviews by the nominee or published reviews of his/her work, research reports, papers presented at scholarly meetings or conferences, and other forms of written scholarly expression or participation in public discourse and debate that constitute a contribution to research. Please indicate when the contributions are peer reviewed.
- j) *Leadership Activities* – some examples of leadership activities include, but are not limited to: involvement in broader intellectual leadership activities at the institutional, local, national and/or international level, contributions to peer review, consulting, contributions to professional practice or public policy, memberships on committees, boards, or policy-making bodies with government or the private sector, voluntary work, work within community of not-for-profit organizations, or work in non-academic positions that demonstrate leadership.
- k) *Experience Supervising Graduate Students, Post-Graduates and other community-based researchers* – Describe the nominee's role in training students and other emerging researchers, their role in supervision, and steps to involve students or community-based researchers in their research activities. Nominees should also specify any limitations around supervision based on their position, graduate program or field.

**4. Equity, Diversity and Inclusion Action Plan (maximum 2 pages, send as separate PDF document)**

YRCs are expected to demonstrate an ongoing commitment to Equity, Diversity and Inclusion (EDI) and are to provide an EDI Action Plan, with the following components:

- A personal EDI statement (**Optional**): The nominee may choose to provide a personal EDI statement to discuss their personal journey and circumstances that may help contextualize their nomination. This may include (but is not limited to) disclosing their status as a member of an equity-deserving group, such as women, racialized scholars, persons with disabilities, Indigenous People, 2SLGBTQ+ community members, linguistic minorities, or as scholars who have experienced circumstances such as poverty, significant caring responsibilities, being a newcomer or a first-generation graduate, or other circumstances that create barriers and challenges to access, opportunities or resources.
- An Analysis of Context (**required**): A description of the EDI context of the nominee's team in respect of their relevant systems (e.g., Faculty diversity, field diversity, national diversity). Highlight key needs that were elucidated from their analysis of context.
- At least one EDI strategy the nominee will enact that will support the diversity of their team composition and recruitment processes (**required**): Describe the practice, the relevance of

the practice to the analysis of context, and the measurable outcome they will use to determine if their strategy was a success.

- At least one EDI strategy the nominee will enact that will support training and development opportunities for their team **(required)**: Describe the practice, the relevance of the practice to their analysis of context, and the measurable outcome they will use to determine if their strategy was a success.
- At least one EDI strategy they will enact that will support an inclusive environment for team members **(required)**: Describe the practice, the relevance of the practice to their analysis of context, and the measurable outcome they will use to determine if their strategy was a success.

References to support the writing of the EDI Action Plan include:

[Gender-based Analysis Plus \(GBA+\)](#)

[Best Practices in Equity, Diversity and Inclusion in Research](#)

[NSERC guide on integrating equity, diversity and inclusion considerations in research](#)

[Guide to Addressing Equity, Diversity and Inclusion Considerations in Partnership Grant Applications](#)

The Research Commons has also content on how to write an EDI Action Plan. To request a link to this talk, please contact Research Commons at [rescom@yorku.ca](mailto:rescom@yorku.ca).

## Signatures

The undersigned understand and agree that the guidelines relating to the York Research Chairs program, as well as the applicable University policies, govern this nomination.

The Faculty and Department confirms that – if successful – the Chairholder will receive teaching release equivalent to 50% of the normal teaching load in their home Faculty throughout the duration of the Chair term. However, the sum total of teaching release may not exceed an amount that reduces the total teaching expectation below a course load of 1.0, or in the case of faculty members associated with Osgoode Hall Law School, a teaching load of less than six on-load teaching credit hours for the academic year.

The Faculty also represents that the Nominee has been provided all documentation in relation to his/her York Research Chair nomination prior to its submission, and the Faculty and the Nominee represents to York University that said documentation is accurate and complete.

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Department Chair's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day    Month    Year

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Nominee's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day    Month    Year

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Dean's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day    Month    Year