

**TORONTO METROPOLITAN UNIVERSITY
POLICY OF SENATE**

POLICY ON THE FUNDING OF SRC-FOCUSED ACADEMIC CHAIRS

Policy Number:	TBC
Policy Approval Date:	TBC
Implementation Date:	TBC
Policy Review Date:	TBC
Responsible Office:	Vice-President, Research and Innovation

1. Preamble

In setting out the process for the funding and establishment of a SRC-focused Academic Chair, this Policy reinforces the University's commitment to recognizing and supporting the role these Academic Chairs play in advancing the mission of the University to create and mobilize knowledge for the benefit of society.

In no event should the University's or a researcher's academic autonomy or standards of scholarship be subverted by the designation or use of a SRC-focused Academic Chair.

2. Purpose

The purpose of this Policy is to:

- 2.1 Guide in the establishment of SRC-focused Academic Chairs that are funded by endowments, donations or other funds that support the University's SRC strategy, objectives and mission;
- 2.2 Set university-wide principles and transparent procedures for the establishment, support and disestablishment of SRC-focused Academic Chairs

3. Application, Scope and Relationship to Other Policies

This Policy applies to the establishment, support, and disestablishment of a SRC-focused Academic Chair.

The process for the appointment of an individual to a SRC-focused Academic Chair opportunity follows the provisions set out in Article 4.9 of the Collective Agreement. In the event of any conflict between this Policy and the Collective Agreement, the Collective Agreement will prevail.

This Policy does not apply to the establishment or governance of Government-funded SRC-focused Academic Chairs as they are governed by the relevant terms of the external agency by which they are funded. However, if Government-funded SRC-focused Academic Chairs are also supported by non-governmental funds, this Policy equally applies and must be followed accordingly.

This Policy applies to the creation of all new SRC-focused Academic Chairs from the implementation date of this Policy. The Policy does not apply retroactively to any pre-existing Academic Chairs.

4. Definitions

Within this Policy the following words have the following meanings:

“Collective Agreement” means the current collective agreement and any related memorandum of settlement between the University and the Toronto Metropolitan Faculty Association.

“Government-funded Academic Chair” means a SRC-focused Academic Chair that is established through a government program or agency, including the Canada Excellence Research Chairs Program and Canada Research Chairs Program.

“SRC” means scholarly, research and creative pursuits, whether fundamental or applied, whose primary objective is discovery, problem-solving, or to achieve some desired result that can be specified to a significant extent but that cannot be produced with existing knowledge.

“Academic Chair” means a distinguished faculty appointment, financed in whole or in part by non-governmental external source(s) or by the University or by a combination of the University and non-governmental external sources.

“University” means Toronto Metropolitan University.

5. Values and Principles

In line with the University’s mission, vision and values, this Policy will be guided by the following principles:

- 5.1 Equity, diversity and inclusion: Foundational to SRC activity at the University are the principles of equity, diversity, inclusion and access. Together, these principles underscore our commitment to and expression of social justice and are essential to our integrated approach to SRC activity. In line with the University’s equity, diversity and inclusion principles, this Policy should contribute to inclusive excellence.
- 5.2 Transparency: The process for establishing a SRC-focused Academic Chair should be open and transparent, with clearly articulated and broadly communicated information.

- 5.3 Excellence: Striving for the highest standards in SRC excellence, the Policy will support the University's recognition of distinction in SRC activity.

6. Policy

6.1. Establishment of a SRC-focused Academic Chair Academic Chair

- 6.1.1. The establishment of a SRC-focused Academic Chair is the prerogative of the University and aims to advance its SRC priorities.
- 6.1.2. A SRC-focused Academic Chair may be established solely or jointly between faculties or with another university, hospital, research institute or other external entity. A SRC-focused Academic Chair established jointly with a third party is subject to this Policy.
- 6.1.3. The terms, conditions and expectations of a SRC-focused Academic Chair must be transparent and explicitly defined and documented
- 6.1.4. All SRC-focused Academic Chairs must be established in accordance with the process set out in the procedures to this Policy

6.2. Funding

- 6.2.1. A SRC-focused Academic Chair may be established with external and/or internal funds including through donations, gifts or directed industry or not-for-profit funding. All SRC funding agreements for a SRC-focused Academic Chair must be signed by the Vice President, Research and Innovation in accordance with University policies.
- 6.2.2. Funding for a SRC-focused Academic Chair may be allocated in various ways including;
- 6.2.2.1. towards the salary, stipend and/or benefits of the incumbent, and/or
- 6.2.2.2. to provide support for the research, training, and leadership activities associated with the SRC-focused Academic Chair.
- 6.2.3. The funding committed for a SRC-focused Academic Chair must be sufficient to ensure a continuing commitment for the duration of its anticipated term. Financial and resource considerations must be clearly itemized and funding sources attributed at the outset of the establishment of a SRC-focused Academic Chair.
- 6.2.4. The University shall provide an annual financial report to all external funders of a SRC-focused Academic Chair.

6.3. Appointment to a SRC-focused Academic Chair

- 6.3.1. The appointment, review, and/or renewal of a faculty member to a SRC-focused Academic Chair shall be undertaken in accordance with

the appointment process for Academic Chairs as set out in Article 4.9 of the Collective Agreement

6.3.2. A funder of a SRC-focused Academic Chair shall not be granted the right to select or renew a faculty member's appointment to a SRC-focused Academic Chair.

6.4. Disestablishment

The terms for the disestablishment of a SRC-focused Academic Chair shall be defined at the time of establishment.

7. Administration

The responsibility for the administration of this Policy and these Procedures lies with the Vice-President, Research and Innovation.

8. Roles and Responsibilities

The responsibility for the administration of this Policy and related procedures lies with the Vice-President, Research and Innovation.

9. Related Documents

[Naming Policy](#)

[Coordination of Donation Appeals and Gift Acceptance Policy](#)

[Coordination of Donation Appeals and Gift Acceptance Procedure](#)

[Endowment Funds Policy](#)

Donor Gift Agreement [University Advancement]

[Policy on the Indirect Costs Associated with Scholarly, Research and Creative \(SRC\) Funding](#)

[Scholarly, Research and Creative \(SRC\) Intellectual Property Policy](#)

[Signing of Applications and Agreements in Support of Scholarly, Research and Creative Activity](#)

[Toronto Metropolitan Faculty Association Collective Agreement](#) and [Memorandum of Settlement](#)

**TORONTO METROPOLITAN UNIVERSITY
POLICY OF SENATE**

**PROCEDURES: POLICY ON THE FUNDING OF SRC-FOCUSED ACADEMIC
CHAIRS (POLICY #)**

Related Documents: Policy #: Policy on the Funding of SRC-Focused Academic Chairs

Implementation Date: TBC

Responsible Office: Vice-President, Research and Innovation

Definitions:

All capitalised terms not otherwise defined in these Procedures have the meanings set out in the accompanying Policy.

“**Chair**” means an Academic Chair whose significant focus is Scholarly, Research, or Creative (SRC) activity.

“**Research Centre**” has the meaning set out in Senate Policy 144.

Procedure:

1. Establishment of a Chair

- 1.1. A Chair may be initiated by and/or attached to a School or Department, to a Faculty, to two or more Schools or Departments or Faculties, or to a Research Centre.
- 1.2. The proposal for the official establishment of a Chair must be documented and put forward by the relevant Dean(s).
- 1.3. The Dean should begin the process of establishing a Chair by communicating their intention to the Vice-President, Research and Innovation as early as possible.
- 1.4. The Dean should consult internally with relevant administrative departments to ensure all necessary aspects of the Chair are addressed.
- 1.5. All proposals for the establishment of a Chair, must include terms of reference for the Chair that address the following:
 - 1.5.1. the responsible Faculty and Department/School as appropriate;

- 1.5.2. the objectives of the Chair, including how the Chair will enhance the SRC goals and objectives of the University;
 - 1.5.3. the terms and conditions of the Chair including its duration;
 - 1.5.4. the administration structure;
 - 1.5.5. the sources of funding and anticipated resource allocation; and
 - 1.5.6. the process for disestablishment of the Chair.
- 1.6. Once completed, the proposed terms of reference must be submitted to the Vice-President, Research and Innovation for review and coordination prior to the establishment of the Chair. The Vice-President, Research and Innovation will seek the feedback of the Provost as appropriate.

2. Funding

- 2.1. The funding required for a Chair may differ depending on the nature of the proposed SRC Activity being undertaken. The funding amount required must be commensurate with the required expenses that will arise as a result of the establishment, maintenance and other relevant costs associated with the Chair, and must be consistent with relevant University policies.
- 2.2. The Dean in consultation with the Vice President Research and Innovation and other relevant administrative units, will establish the minimum and reasonable amount required and will periodically review and adjust such amount as necessary.
- 2.3. A formal funding agreement between a funder and the University is required for all externally funded Chairs. The funding agreement must outline the financial commitment and expectations of the funder, and the commitments of the University. All SRC funding agreements must be processed and signed in accordance with University policies.

3. Naming

Approval for the naming of a Chair must be obtained in accordance with the University's Naming Policy.

4. Appointment to a Chair

- 4.1. The University will select a faculty member for appointment to a Chair in accordance with Article 4.9 of the Collective Agreement.
- 4.2. The incumbent faculty member shall be provided with the approved terms of reference of the Chair.

5. Related Documents

[Naming Policy](#)

[Coordination of Donation Appeals and Gift Acceptance Policy](#)

[Coordination of Donation Appeals and Gift Acceptance Procedure](#)

[Endowment Funds Policy](#)

Donor Gift Agreement [University Advancement]

[Policy on the Indirect Costs Associated with Scholarly, Research and Creative \(SRC\) Funding](#)

[Scholarly, Research and Creative \(SRC\) Intellectual Property Policy](#)

[Signing of Applications and Agreements in Support of Scholarly, Research and Creative Activity](#)

[Toronto Metropolitan Faculty Association Collective Agreement](#) and [Memorandum of Settlement](#)

APPENDIX A:

POLICY ON THE FUNDING OF SRC-FOCUSED ACADEMIC CHAIRS (POLICY #)

FREQUENTLY ASKED QUESTIONS - TBD

APPENDIX B:

POLICY ON THE FUNDING OF SRC-FOCUSED ACADEMIC CHAIRS (POLICY #)

CHECKLIST

Based on the parameters provided in the Policy, the following information should be considered in the early stages of creating terms of reference for a SRC-focused Academic Chair:

1. Related Documents

Review all related university policies, procedures and the faculty collective agreement:

- Policy on SRC-Focused Academic Chairs
- [Naming Policy](#)
- [Coordination of Donation Appeals and Gift Acceptance Policy](#)
- [Coordination of Donation Appeals and Gift Acceptance Procedure](#)
- [Endowment Funds Policy](#)
- Donor Gift Agreement [University Advancement]
- [Policy on the Indirect Costs Associated with Scholarly, Research and Creative \(SRC\) Funding](#)
- [Scholarly, Research and Creative \(SRC\) Intellectual Property Policy](#)
- [Signing of Applications and Agreements in Support of Scholarly, Research and Creative Activity](#)
- [Toronto Metropolitan Faculty Collective Agreement](#) and [Memorandum of Settlement](#)

2. Internal Consultations

- Office of the Vice-President, Research and Innovation
- Provost
- Vice-Provost, Faculty Affairs
- University Advancement
- Office of the General Counsel, Legal Services
- Facilities, Management and Development
- Any other relevant department(s)

3. Required Supports

Material Resources [including but not limited to]:

- Information technology
- Office space
- Lab space
- Equipment:

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- Initial purchase
- Maintenance and Repairs

Personnel [including but not limited to]:

- Chair Holder stipend and benefits
- Administrative support
- Technical and/or SRC support
- Student support and/or training

Financial Resources [including but not limited to]:

- Potential sources and level of funding:
 - External funding
 - Internal funding
 - Other funding sources
- Expenses:
 - Infrastructure costs (associated with the establishment of a SRC-focused Academic Chair)
 - Recruitment costs
 - Costs of knowledge translation and/or mobilisation activities
 - Costs related to intellectual property, if applicable
 - How future stipend and benefit increases will be funded
 - How future stipend and benefits will be funded when the SRC-focused Academic Chair term ends
 - The costs associated with the disestablishment of the SRC-focused Academic Chair
- Any other relevant budgetary information

4. Search and Appointment

- Please refer to Article 4.9 of the [Toronto Metropolitan Faculty Association Collective Agreement](#) and [any related Memorandum of Settlement between the Toronto Metropolitan Faculty Association](#) for next steps.

APPENDIX C:

POLICY ON THE FUNDING OF SRC-FOCUSED ACADEMIC CHAIRS (POLICY #)

SRC-FOCUSED ACADEMIC CHAIR PROPOSED TERMS OF REFERENCE ELEMENTS

To ensure consistency with respect to SRC expectations, as well as procedural transparency and accountability, an academic leader wishing to create a SRC-focused Academic Chair should create the relevant terms of reference.

1. Establishment

- 1.1.** Proposed full title of the SRC-focused Academic Chair
- 1.2.** Term/length of the SRC-focused Academic Chair
- 1.3.** Area(s) of research and academic endeavour
- 1.4.** The responsible institutions(s), Faculty(s), Department/School(s)
- 1.5.** A description of the mission and objectives of the SRC-focused Academic Chair, including how they will enhance the SRC goals and objectives of the University
- 1.6.** Responsibilities of the SRC-focused Academic Chair [including but not limited to]:
 - 1.6.1.** SRC Activity
 - 1.6.2.** Training of HQPs
 - 1.6.3.** Other (including but not limited to service)
- 1.7.** Intellectual property considerations
- 1.8.** Will there be an Advisory Group, if so:
 - 1.8.1.** Chair of the Group
 - 1.8.2.** Membership, internal and/or external, as appropriate
 - 1.8.3.** Role of the Advisory Group
 - 1.8.4.** Conflict resolution (voting, non-voting, ex-officio etc.)
- 1.9.** Risk mitigation
- 1.10.** Disclosure of interuniversity and/or other external commitments
- 1.11.** Any other relevant information

2. Funding

- 2.1.** Who / what entity is funding the SRC-focused Academic Chair?
- 2.2.** For how long is the SRC-focused Academic Chair being funded?
- 2.3.** Will the University be asked to contribute funding?
- 2.4.** Where will finances for the SRC-focused Academic Chair be held / managed?
- 2.5.** Material resources, human resources and financial resources.
- 2.6.** Guidelines for use of funds

3. Disestablishment

The considerations, process and criteria for disestablishment of the SRC-focused Academic Chair.