



Memorial University of Newfoundland

Research Chairs

Approval Date: 2016-10-05

Effective Date: 2016-10-05

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Authority: Provost and Vice-President (Academic) and the Vice-President (Research and Innovation)

Purpose

To ensure that Research Chairs:

- are established and administered through a rigorous and transparent process designed to optimize their effectiveness in advancing the University's research strategy and institutional research priorities;
- are aligned with the goals and objectives of the University's research frameworks and plans, as specified in the Related Documents section;
- and where applicable, are financially sustainable and viable based on the scope and objectives of the initiative.

Scope

Applies in respect of Research Chairs, except Canada Research Chairs which are addressed in the [Canada Research Chairs \(CRC\) Administration and Management at Memorial University](#) policy and other federally funded and administered Canadian research chair initiatives, including but not limited to the Canada Excellence Research Chairs (CERC), Canada Impact+ Research Chairs (CIRC), and related or successor federal research chair programs established through Tri-Agency or Government of Canada initiatives.

Information on Teaching Chairs can be found in the [Teaching and Learning Framework](#).

Definitions

Academic Unit — Refers to a centre, department, division, faculty, program or school, other than an administrative unit, as the context requires and as defined in the [University Calendar](#).

Canada Research Chairs — Refers collectively to federally funded and administered Canadian research chair initiatives, including but not limited to the Canada Research Chairs (CRC) Program, Canada Excellence Research Chairs (CERC), Canada Impact+ Research Chairs (CIRC), and related or successor federal research chair programs established through Tri-Agency or Government of Canada initiatives.

Chairholder — The incumbent Research Chair.

Endowment Funds — Consists of donated funds, endowed trusts or other funds of a permanent nature.

Host Academic Unit — The Academic Unit at the University where the holder of a Research Chair has their primary appointment as a faculty member and which therefore administers the Research Chair.

Non-Endowed Funds — Consist of expendable funds which are combined for investment purposes, where possible, until the funds are required for expenditure.

Research Chair — A Research Chair provides for the appointment of an established scholar or a research leader whose work contributes significantly to advancing research excellence and institutional priorities. A Research Chair may be a general University chair which may be identified as being in a particular field or discipline.

Research Chair Stipend — An amount paid to the Chairholder for the duration of the appointment as Chair, in addition to other compensation.

Tri-Agency — Canadian Institutes of Health Research (CIHR), Canadian Institutes of Health Research (NSERC), Social Sciences and Humanities Research Council (SSHRC).

University — Memorial University of Newfoundland.

Policy

1.0 General

Research Chairs, separate and distinct from faculty positions, are established to enrich the intellectual environment, strengthen institutional research capacity, expand on the strong record of research engagement, acknowledge the Chairholder as an expert in the field of study, and bring prestige to the University.

Research Chairs assist universities in building existing strengths to achieve the critical mass required for major research; in emerging areas or areas of strategic importance to academic institutions; and in providing an enhanced training environment for students and, where appropriate, postdoctoral fellows by exposing them to important research challenges and opportunities.

2.0 Research Chairs

Research Chairs represent a significant scholarly achievement and recognize the Chairholder as a research leader and an expert in their field of study.

Research Chairs may be established on the authority of the Provost and Vice-President (Academic) and the Vice-President (Research and Innovation).

Funding for Research Chairs may originate from a variety of sources, including industry partnerships, individual donors, or other external funding bodies, and is administered in accordance with the University policies and applicable funding agreements. Funds may be provided through Endowed or Non-Endowed Funds and annual expendable gifts for a defined period, normally at least five- year. Arrangements for the disbursement of the Research Chairs fund are subject to the approval of the Provost and Vice-President (Academic) and the Vice-President (Research and Innovation).

Research Chairs may be established in a particular academic unit or institutionally. Research Chairs that are established institutionally normally shall be assigned a Host Academic Unit. Accordingly, the goals of the Research Chair shall be consistent with the University's strategic research priorities and with the research objectives of the Host Academic Unit.

Establishing a Research Chair is done in accordance with the [*Procedure to Establish a Research Chair*](#).

Appointing a Research Chair begins with conducting an academic search. Appointments shall be made in accordance with the [*Memorial University – Memorial University of Newfoundland Faculty Association collective agreement*](#). The following policies are also relevant in the search: [*Employing and Hosting Foreign Nationals*](#), [*Equity, Diversity and Inclusion in Employment*](#), [*Travel – Pre-Employment Interview*](#), [*Travel – Familiarization Visit*](#), [*Travel – Relocation and Removal*](#), [*Indigenous Verification*](#) and [*Workplace Accommodation*](#). University faculty members may apply and be considered during the search process. The search process will include the employment equity survey and be subject to Indigenous Verification where necessary.

The initial term of appointment of Research Chairs shall be in accordance with the terms of the funding agreement of the Research Chair . If the renewal of an appointment is permitted, such renewal is in accordance with [*Procedure for Renewal of a Research Chairholder*](#).

Faculty appointments are independent of Chairholder appointments. Research Chair designations are institutional appointments held for a defined term. Upon completion of the appointment term,

or where renewal is not granted, the designation reverts to the University and may be reallocated or revised in accordance with institutional research priorities and applicable procedures. When a Chairholder ceases to hold a Research Chair, that faculty member continues to be a faculty member subject only to the terms of their employment with the University.

In consultation with the donor(s) / funder(s) the research area of the Research Chair may be revised upon the conclusion of the research chair term.

Research Chairs may be discontinued by mutual agreement of the University and the donor(s) / funder(s) or in accordance with the terms of the funding agreement.

3.0 Funding / Budget

To ensure budgetary sustainability and avoid unfunded salary liabilities, Units must identify a base-funded position for Research Chairs and obtain explicit approval from the provost to allocate the position to this purpose. External funds may be invested in the Endowment Fund, including funds of partner organizations, where the funds invested are long-term in nature and significant in size and where the President of Memorial University has granted approval. Expenditures are controlled by [the Guidelines for Endowment Funds, section 2](#) (Guidelines for Endowment Funds)

Research Chair Stipend

When Research Chairs are appointed, a Research Chair stipend is added to the Chairholder's existing salary for the duration of the appointment. This Research Chair Stipend is up to five salary steps for the duration of the appointment as Chairholder, as per the Salary Scale of the current [Memorial University – Memorial University of Newfoundland Faculty Association collective agreement](#). Some salary steps may be conditional upon criteria of the Host Academic Unit. When the Research Chair Stipend is not an eligible cost under the funding agreement, funding for the Research Chair Stipend is provided from the Host Academic Unit.

Related Documents

[MUN-MUNFA Collective Agreement](#)

[Memorial University of Newfoundland Research Strategy](#)

[Memorial University of Newfoundland Strategic Research Intensity Plan](#)

[Indigenous Verification](#)

[Donor Prospect Clearance](#)

[Employing and Hosting Foreign Nationals](#)

[Equity, Diversity and Inclusion in Employment](#)

[Gift Acceptance](#)

[Naming Opportunities](#)

[Travel – Pre-Employment Interview](#)

[Travel – Familiarization Visit](#)

[Travel – Relocation and Removal](#)

Procedures

- [Procedure for Assessing a Research Chairholder](#)
- [Procedure for Renewal of a Research Chairholder](#)
- [Procedure to Establish a Research Chair](#)

For inquiries related to this policy:

Office of the Vice-President (Research and Innovation): 709-864-4527

Office of the Vice-President (Academic): 709-864-8246

Sponsor: Provost and Vice-President (Academic) and Vice-President (Research and Innovation)

Category: Academic Affairs

Previous Versions:

There is at least one previous version of this policy. Contact the [Policy Office](#) to view earlier version(s)

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Policy Amendment History

Action: REPLACED

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This policy was replaced with a new version. Comment provided: Connected definitions using the definitions from the glossary.

Action: REPLACED

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This policy was replaced with a new version. Comment provided: Updating Broken links

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This policy was replaced with a new version. Comment provided: Updated broken links

Action: REPLACED
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This policy was replaced with a new version. Comment provided: Updated to adjust the review year period from 4 years to 5 years, as approved by the Board of Regents on October 2, 2025

Action: REPLACED
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This policy was replaced with a new version. Comment provided: Updated to reflect current position titling.

Procedure for Assessing a Research Chairholder

Approval Date: 2016-10-05

Responsible Unit: Office of the Provost and Vice-President (Academic) and Vice-President (Research and Innovation)

A Dean, or equivalent, of the Host Academic Unit shall require an annual report from the Chairholder outlining activities undertaken, research productivity, and contributions to the objectives of the Research Chair, consistent with the purposes of the Chair and the performance expectations of the Chairholder. The report must be submitted to the Provost and Vice-President (Academic) and Vice-President (Research and Innovation).

The Provost and Vice-President (Academic) and the Vice-President (Research and Innovation) have the authority to conduct periodic reviews of activities carried out under the auspices of a Research Chair, consistent with the Chair's purposes and performance expectations.

Reports and reviews are primarily intended to serve as opportunities to recognize successes and identify areas for improvement; however, persistent unsatisfactory reports or reviews may result in the termination of the Chairholder appointment.

Procedure for Renewal of a Research Chairholder

Approval Date: 2016-10-05

Responsible Unit: Office of the Provost and Vice-President (Academic)

Renewal of a Research Chair position is dependent upon continued funding. Research Chairholders may apply to the Provost and Vice-President (Academic) and Vice-President (Research and Innovation) once for renewal in the Research Chair's existing research area. Renewal of a Research Chairholder is dependent upon their performance in the Research Chair position. The timing of the renewal process will normally be such that a decision would be made sufficiently in advance of the expiry of the incumbent's term.

Assuming continued funding is available at the end of the term, the following process applies:

1. The Host Academic Unit will determine if incumbent Chairholder wishes to seek a second term. If not, the Research Chair may become available for appointment by another faculty member or for another area of research focus.

2. If the incumbent wishes to be considered for a succeeding term, the Dean of the Host Academic Unit will assess the performance, track-record, and future promise of the incumbent as a Research Chair in order to determine whether to recommend to the Provost and Vice-President (Academic) and Vice-President (Research and Innovation) that the incumbent be renewed. The Dean should follow a defined and transparent process for the consideration of renewals, one that respects the principles of peer review and includes assessments from peers, both internal and external to the University. A report must be generated through this review process and submitted to the Provost and Vice- President (Academic) and the Vice-President (Research and Innovation).

3. Reports evaluating the application for renewal must address the performance expectations that were set out in establishing the Chair, which are based on the following general criteria:

- Record of research productivity and external funding;
 - Record of research collaborations at the University and/or elsewhere;
 - Record of/potential for student training;
 - Research excellence and reputation of the Chair;
 - Impact of the Research Chair on Memorial's capacity and international reputation in research;
 - Impact of the Research Chair in the disciplinary area;
- and
- Impact of the Research Chair with respect to relevant institutional [strategic research priorities](#). (See Related Documents.)

4. Special considerations include but are not limited to: possible delays in acquiring and/or setting up research infrastructure for the first time or re-establishing it upon relocation to the University; and normal latency in achieving levels of supervision of graduate students and undergraduate research assistants commensurate with disciplinary/unit norms.

5. The Dean of the Host Academic Unit makes a recommendation to the Provost and Vice-President (Academic) and Vice-President (Research and Innovation) whether or not to renew the Chairholder.

6. Review reports and recommendations made by the Dean of the Host Academic Unit may be subject to evaluation by the Provost and Vice-President (Academic) and Vice-President (Research and Innovation). In any instance, for institutional Chairs, the Provost and Vice-President (Academic) and Vice-President (Research and Innovation) have the authority to redirect the Chair through the [Procedure to Establish a Research Chair](#).

Procedure to Establish a Research Chair

Approval Date: 2016-10-05

Responsible Unit: Office of the Provost and Vice-President (Academic) and Vice-President (Research and Innovation)

All proposals for the establishment of Research Chairs shall be evaluated by the Provost and Vice- President (Academic) and Vice-President (Research and Innovation) in accordance with the following process:

1. A proposal must be submitted to the Provost and Vice-President (Academic) and Vice-President (Research and Innovation), including letters of support and commitment from the appropriate Department Head and Dean. The preliminary proposals must describe how the Research Chair supports the University's strategic research priorities and institutional research plans. ([See Related Documents](#)). Normally, applications or requests for external financial support should not precede the submission of a proposal.
2. Upon approval, Deans must provide a detailed proposal to the Provost and Vice-President (Academic) and Vice-President (Research and Innovation) containing the following elements:
 - a. A statement of revenues and expenditures for the duration of the Chair, including the amount of the Research Chair Stipend and a rationale
 - b. A five-year pro forma budget projection
 - c. An indication of specific outside financial support
 - d. A staffing plan that identifies a base-funded position to be allocated for the Chair
 - e. Space and infrastructure requirements and confirmation of commitments to meet the requirements
 - g. A statement of performance expectations for the Chair, including anticipated contributions to research excellence and institutional research capacity generally including:
 - i. for research and scholarly activity
 - ii. for research collaborations at the University and elsewhere
 - iii. with respect to student education and training

iv. with respect to impacts related to relevant research plans
v. for development of scholars in the University community
vi. with building research capacity in the thematic or disciplinary area of the Chair
vii. with respect to community engagement, including where appropriate engagement with Indigenous communities and other equity-seeking groups consistent with the University's research priorities and commitments.

h. A strategy for further revenue raising (if relevant)

i. A description of any impact on the teaching activities within the Host Academic Unit, and how the Host Academic Unit will adjust for the impact.

3. Naming of Research Chairs must comply with the [Naming Opportunities](#) policy.

4. In addition to the terms of the funding agreement, the following conditions apply to all Chairholder appointments:

- Approval of a Request to Recruit (RTR) for a Research Chair requires the assignment of an existing base-funded position which has been allocated or re-allocated to the Academic Unit for this purpose. The existing position must be clearly linked to the Research Chair via an approved academic staffing plan for the Academic Unit.
- It is understood that circumstances may require the approval of a RTR before a definitive or absolute linkage can be established; however, in all such cases, the staffing plan should indicate where and when the projected link will be made, and the allocation of the base position must normally occur before commencement of the 2nd last year of the initial term of the Research Chair.

5. When RTRs are submitted to the Provost and Vice-President (Academic) for consideration and approval, a fiscal plan addressing the points raised above should accompany the submission and is a significant consideration in making a decision on the RTR.

6. Funding of salary and benefits after the funding expires, or over and above the amount available from the funding source, is the responsibility of the Host Academic Unit. Funding is administered in accordance with the terms of the funding agreement.