

# REPORT OF THE SCHOLARLY, RESEARCH AND CREATIVE ACTIVITY COMMITTEE

Report #W2022–1; April 4, 2022

In this report, the Scholarly, Research and Creative (SRC) Activity Committee brings to Senate for information its approval to form a Steering Committee and an Advisory Group to guide the development of a new policy regarding named SRC Chairs.

Respectfully Submitted,

Steven N. Liss, Chair for the Committee

## SRCAC Members:

- **Naomi Adelson**, Vice-Chair for the Committee and Associate Vice-President, Research and Innovation
- **Andrew McWilliams**, Faculty, Faculty of Science
- **Yukari Seko**, Faculty, The Creative School
- **Julia Spaniol**, Faculty, Faculty of Arts
- **Yuanshun Li**, Faculty, Ted Rogers School of Management
- **Mandana Vahabi**, Faculty, Faculty of Community Services
- **Ravi Ravindran**, Faculty, Faculty of Engineering & Architectural Science
- **Nancy Walton**, Associate Dean, Student Affairs, Yeates School of Graduate Studies
- **Liping Fang**, Associate Dean, Undergraduate Programs and Student Affairs, Faculty of Engineering and Architectural Science
- **Asher Alkoby**, Chair, Ryerson University Research Ethics Board
- **Michael Kolios**, Associate Dean, Research, Innovation and External Partnerships, Faculty of Science
- **Patrizia Albanese**, Associate Dean, Research and Graduate Studies, Faculty of Arts
- **Ozgur Turetken**, Associate Dean, Research, Ted Rogers School of Management
- **Jennifer Martin**, Associate Dean, Graduate Studies & Scholarly, Research and Creative (SRC) Activity, Faculty of Community Services
- **Stephen Waldman**, Associate Dean, Research and External Partnerships, Faculty of Engineering & Architectural Science
- **Natalie Alvarez**, Associate Dean, Scholarly Research and Creative Activities, The Creative School
- **Sari Graben**, Associate Dean Research and Graduate Studies, Lincoln Alexander School of Law
- **Dana Thomas**, Associate Chief Librarian, Library and Archives
- **Brian Cameron**, Librarian, Library and Archives
- **Claudia Idzik**, Graduate Student
- **Naomi Chen**, Undergraduate Senate Representative
- **Donna Bell**, Secretary of Senate, Senate Office (non-voting)

# REPORT OF THE SCHOLARLY, RESEARCH AND CREATIVE ACTIVITY COMMITTEE

At its meeting on April 4, 2022, the Scholarly, Research and Creative Activity Committee (SRCAC) approved forming a Steering Committee and Advisory Group to guide the development of a new policy to address named SRC Chairs.

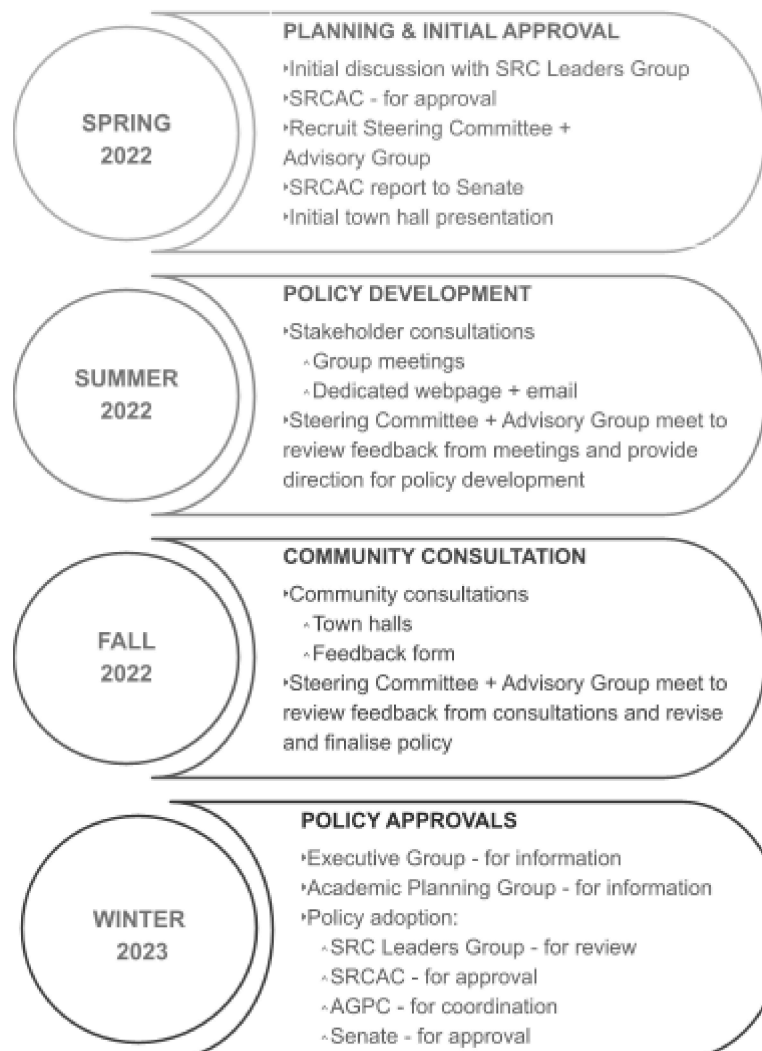
This report includes the proposal for the establishment of a named SRC Chair policy.

## A SRC Chair policy will:

- Set university-wide principles for the establishment, allocation and support of named SRC Chairs;
- Provide effective and transparent procedures for reporting and performance evaluation, renewals and/or discontinuation of existing named SRC Chairs;
- Encourage the creation of named SRC Chair positions funded by endowments or other funds;
- Establish the academic, financial and accountability criteria; and
- Guide in the establishment and designation of named SRC Chairs that support the university's scholarly plans, objectives and mission.

## Multi-Phased Consultation Process:

Given this a brand new policy for the University, the Steering Committee and Advisory Group, will follow an iterative, collaborative consultation process.



# Appendix A: SRC Chair Policy Proposal

April 4, 2022

## 1. Proposal Background

The establishment of a SRC Chair Policy by the University reinforces our commitment to recognizing the role named SRC Chairs play in creating and mobilising knowledge with the aim of achieving research excellence. As leaders in their fields, Chairholders play a critical role in deepening our knowledge base and in strengthening our teaching, research capacity, strategic and multidisciplinary collaborations, and training of highly qualified personnel. As catalysts and builders, they contribute to the positioning of the University in given areas of scholarly, research and creative pursuits, enhance the research training environment and build community-oriented engagement.

### **Purposes:**

- To address a gap in institutional policy
- To provide guidance to the University community in the administration and financial sustainability of SRC Chair appointments
- To streamline administrative and infrastructure support, including strengthening the quality of our accountability framework and reputation-enhancing initiatives ([Strategic Research Plan, p.4](#))
- Align governance with strategic priorities ([Strategic Research Plan, p.16](#))

### **Application:**

This policy will guide the establishment and designation of named SRC Chairs as a means of recognising and promoting academic programs and fields of study which are consistent with and advance the University's academic goals and objectives.

These guidelines will not apply to chairs supported by Tri-agency funding or similar federal or provincial agencies, such as Canada Research Chairs, which are covered by other policies and procedures.

This policy, which will be administered by the Office of the Vice-President, Research and Innovation, is intended to ensure that the establishment and selection of named SRC Chairs are conducted in an inclusive, transparent and fair manner to support and advance the strategic priorities of our academic and research units.

## 2. Principles to Guide the Policy Development

In line with the University's mission, vision and values, the the development of a new SRC Chair Policy will be guided by the following principles:

- **Inclusion:** The review will involve a wide-array of stakeholders and, in following best practices, provide opportunities for diverse perspectives to be included in the conversation.
- **Transparency:** Regular reports will be provided to the Senate Scholarly Research and Creative (SRC) Activity Committee and the SRC Leaders Group, and the University community throughout the review.
- **Excellence:** Striving for the highest standards in SRC excellence, this policy will support the University's recognition of distinction in SRC activity.

## 3. Roles and Responsibilities

Developing an SRC Chair Policy for the institution will require the collaboration and expertise of a number of different portfolios across the University. The work will be led by the Office of the Vice-President, Research and Innovation (OVPRI), and will be chaired by the Associate Vice-President, Research and Innovation (AVPRI). The Vice-President, Research and Innovation (VPRI) will ultimately be responsible for the creation of the proposed policy that will be brought to the SRC Leaders Group, Senate SRC Activity Committee, and ultimately, Senate, for approval.

The policy development process will be guided by a Steering Committee that has broad representation from each faculty. The committee will provide advice, input, and perform a challenge function in establishing the framework for the policy as well as its key provisions. The committee will consult, draft, and recommend a policy as per Senate processes. The Committee members will be nominated by the SRC Leaders Group. The Dean's representative will be selected by the Deans. Undergraduate and graduate students will be selected from sitting Senators and postdoctoral fellows will be selected via open call.

Given this is a new policy for the University, the Steering Committee will be aided by an Advisory Group that consists of expert staff members from across the institution including the Assistant Vice-President, Business Development and Strategic Initiatives (OVPRI), General Counsel's Office, University Advancement, Vice-Provost Faculty Affairs and the Ryerson Faculty Association. These advisors will be engaged throughout the process to provide guidance and expertise in relation to drafting the policy and providing analysis and support, as required, to the Steering Committee. The Assistant Vice-President, BDSI and the University Advancement representative will serve as ex-officio members of the Steering Committee. As required, the Steering Committee will be advised by other members of the University community.

#### *Proposed Steering Committee Membership*

- Associate Vice-President, Research and Innovation (Chair)
- One Dean
- ADR or Designate (not a current named SRC Chairholder):
  - Faculty of Arts
  - The Creative School
  - Faculty of Community Services
  - Faculty of Engineering & Architectural Science
  - Lincoln Alexander School of Law
  - Faculty of Science
  - Ted Rogers School of Management
  - Library
  - Yeates School of Graduate Studies
- Past Chairholder
- Postdoctoral fellow member
- Graduate student member
- Undergraduate student member
- University Advancement representative - ex officio
- Assistant Vice-President, BDSI - ex officio

#### *Proposed Advisory Group Membership*

- Associate Vice-President, Research and Innovation (Chair)
- Assistant Vice-President, Business Development and Strategic Initiatives
- General Counsel's Office representative
- University Advancement representative
- Vice-Provost Faculty Affairs representative
- Ryerson Faculty Association representative

## **4. High-Level Timeline and Schedule**

### **Phase 1: Conception | Complete By: March 31, 2022**

- Draft policy proposal and work back plan
- Conduct an environmental scan of policies and practises at other universities
- Identify and examine existing institutional policies and procedures
- Compile findings in an environmental scan report
- Present draft proposal, plans and report to:
  - February 28, 2022 | SRC Leaders Group - for review
  - April 4, 2022 | Senate SRC Activity Committee (SRCAC) - for approval
  - May 3, 2022 | Senate - for information

## **Phase 2: Planning | Complete By: May 16, 2022**

- Identify members to Steering Committee and Advisory Group
- Create dedicated webpage and email address for policy
- Identify initial focussed stakeholder group meetings
  - Office of the Vice-President, Research and Innovation
  - Office of the Vice-President, University Advancement (including faculty-based advancement officers)
  - Office of the Vice-President, Equity and Community Inclusion
  - Current Named Chairholder Appointments Committees
  - Named SRC Chairs (current and past chairholders)
  - Provost and Faculty Deans (APG Meeting)
  - Chairs and Directors
  - Library
- Share report, consultation process, stakeholder meeting questions with Steering Committee
- Share report, consultation process, stakeholder meeting questions with Advisory Group
- Kick-off meeting with Steering Committee
- Kick-off meeting with Advisory Group
- Revise consultation process and stakeholder meeting questions based on feedback
- Launch webpage with consultation process

## **Phase 3: Stakeholder Meetings | Complete By: June 27, 2022**

- Invite initial focussed stakeholder group meetings
- Host town hall meeting to present proposal and process
- Host focussed stakeholder group meetings
- Produce summary of initial town hall consultation and stakeholder meetings
- Report findings to Steering Committee and Advisory Group

## **Phase 4: Policy Development | Complete By: October 21, 2022**

- Pre-writing: plan and outline the policy development process
- Writing:
  - Draft an initial policy, town hall questions, and other related materials (eg. procedures document, terms of reference, FAQs etc...)
  - Share initial drafts with the Steering Committee and Advisory Group for feedback
- Re-draft/Revise:
  - Revise draft policy, town hall consultation questions, and other related materials based on feedback

- Share revised draft policy, town hall consultation questions, and other related materials with the Steering Committee and Advisory Group for review
- If required, edit materials for circulation based on review
- Circulate draft policy, town hall consultation questions, and other related materials to Steering Committee and Advisory Group for approval

**Phase 5: Community Consultations | Complete By: November 28, 2022**

- Circulate draft policy and consultation questions with Ryerson Community for feedback
- Update website and open feedback form
- Host fall town hall meetings
- Produce summary of town hall meetings
- Share summary of findings with Steering Committee and Advisory Group

**Phase 6: Policy & Procedures Completion | Complete By: February 17, 2023**

- Steering Committee and Advisory Group discuss suggested edits and community feedback
- Revise materials based on Steering Committee and Advisory Group discussion
- Circulate next-to-final materials to Steering Committee and Advisory Group via email for approval
- Edit next-to-final materials based on Steering Committee and Advisory Group comments
- Circulate final materials to Steering Committee and Advisory Group for final approval

**Phase 7: Approvals | Complete By: May 2, 2023**

- Present final policy and procedures to Executive Group and Academic Planning Group for information
- Adopting the policy and procedures:
  - SRC Leaders Group - for review
  - Senate SRC Activity Committee (SRCAC) - for approval
  - Senate Academic Governance and Policy Committee (AGPC) - for coordination
  - Senate - for approval

**Phase 8: Implementation | Complete By: May 5, 2023**

- Post approved policy on Senate policy website
- Post approved policy and other related materials on OVPRI website

## **5. Environmental Scan and Report**

- Environmental Scan: SRC Chair Policy
- Environmental Scan Report: SRC Chair Policy