

MEMORANDUM

To: Barbara H. Eccles
 University Secretary

From: Dr. Constance Russell
 Chair, Senate Research Committee 2016/2017

Senate Meeting Date: Monday, October 17, 2016

Subject: Senate Research Committee – Monthly Report to Senate

The Senate Research Committee (SRC) met on Wednesday, September 21, 2016.

1. Annual Report Updates: Research Development Fund - New Researchers & CIHR

a) As per the request in the last Senate meeting, the table below provides a breakdown of Research Development Awards given to new faculty members in the past 2 years.

Research Development Funds Applications: 2014/2015 and 2015/2016									
Competition	Fall 2014		Winter 2015		Fall 2015		Winter 2016		Total Overall
	Awarded								
	NSERC /CIHR	SSHRC /CIHR	NSERC /CIHR	SSHRC /CIHR	NSERC /CIHR	SSHRC /CIHR	NSERC /CIHR	SSHRC /CIHR	
Research Development Fund	4	8	6	1	4	4	4	6	37
New Researchers*	4	3	2	1	1	4	0	2	17
									46%

* New faculty members within the first three years of a tenure or tenure-track appointment.

b) A request was made to provide a similar breakdown related to the success of CIHR faculty within the NSERC/CIHR and SSHRC/CIHR categories. Unfortunately, it is not currently possible to track applications by CIHR affiliation in the Romeo Research Portal. We are looking into other ways to collect this data, which may take some time but is something we need to do as we prepare a report on the recent reorganization of SRC to better include CIHR researchers. Going forward, the SRC will consider how to track this information in Romeo so that this breakdown can be part of next year's Annual Report.

2. Revised Internal Funding and Awards Guidelines

The SRC has updated the guidelines for Internal Funding and Awards, including revised deadlines. These items have been posted on the Research and Innovation webpage for

Internal Funding and Awards: <https://www.lakeheadu.ca/research-and-innovation/research-services/funding-prizes/internal>. A Communications Bulletin item and e-blast to faculty members will be published later this month.

3. Revised Distinguished Researcher Award Policy

The Distinguished Researcher Award Policy was revised (refer to Appendix I) and requires Senate approval:

MOVED that the revisions to the Distinguished Researcher Award Policy be approved. (Russell/)

The policy is published on the following webpage: <https://www.lakeheadu.ca/faculty-and-staff/policies/awards/distinguished-researcher-award/node/1024>

4. Revised Terms of Reference

The Terms of Reference were updated (see Appendix II) and are ready for referral to the Senate Organization Committee:

MOVED that the proposed revisions to the Senate Research Committee Terms of Reference be referred to the Senate Organization Committee. (Russell/)

Sincerely,



Dr. Constance Russell
Chair, 2016-2017
Senate Research Committee

Appendix Items:

- I. Distinguished Researcher Award Policy (Draft with Track Changes)*
- II. Senate Research Committee Terms of Reference (Draft with Track Changes)*

/sjw

TERMS OF REFERENCE: SENATE RESEARCH COMMITTEE

Revised by Senate: January 26, 2007; March 28, 2008; January 29, 2010; February 26, 2010, May 14, 2010; Dec. 20, 2012; January 18, 2013; September 15, 2014; January 19, 2015; November 30, 2015; New Date

Quorum: Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions. Committee members whose positions are listed as ** shall not be included in the total when quorum is counted.

Seven (7) days notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the committee are able to be present and/or consent thereto.

Composition

1. Vice-President (Research and Innovation) **
2. Associate Vice-President (Research and Graduate Studies) – Non-voting, except in the absence of the Vice President (Research and Innovation) **
3. Provost and Vice-President (Academic) – If the Provost is absent, the Deputy Provost may attend meetings as a voting member **
4. Dean of Graduate Studies **
5. One Dean – Appointed from and by the Deans' Council **
6. University Librarian
7. Immediate Past Chair
8. Twelve full-time members, four of whom are NSERC eligible researchers, four of whom are SSHRC eligible researchers, and four of whom are CIHR eligible faculty, elected by Senate on the recommendation of the Senate Nominations Committee
9. Two graduate students enrolled in thesis programs elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner
10. Director, Research Services – Non-voting **
11. Chair of the Lakehead University Faculty Association Research Committee – Non-voting **

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Terms of Office

- 1 to 4: Ex officio
- 5: One-year term (renewable)
- 6 and 7: Ex officio
- 8: Three-year terms (renewable, once)
- 9: One-year terms (renewable)
- 10 and 11: Ex officio

Organization

1. Chair and Vice-Chair: Each to be elected by, and from, members of the Senate Research Committee, alternating service for both positions between SSHRC, NSERC, and CIHR members. In addition, the Chair will serve as Past-Chair for one year following the term as Chair.
2. Administrative Officer: Executive Assistant to the Vice-President (Research and Innovation)
3. Administrative Office: Office of the Vice-President (Research and Innovation)

Terms of Reference

1. To support and actively participate in the formulation, implementation and interpretation of the Lakehead University Strategic Research Plan.
2. To establish and implement the guidelines and procedures for the distribution of institutional grants received from the Tri-Councils, e.g., SSHRC SIG.
3. To establish and implement the guidelines and procedures for the distribution of other funds that become available from time to time to the Senate Research Committee.
4. To seek sources of additional income for research.
5. The Vice-President (Research and Innovation) will make recommendations to the President on the distribution of all funds available to the Senate Research Committee.
6. To make recommendations to the Vice-President (Research and Innovation) on the distribution of internal research awards.

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7. To review applicants for the annual Distinguished Researcher Awards and make appropriate recommendations to the Vice-President (Research and Innovation) on suitable candidates to receive this honour.
8. To review applicants for the annual Contributions to Research Awards and make (up to three) recommendations to the Vice-President (Research and Innovation) on suitable candidates for this honour.
9. To make recommendations on research funding opportunities where there is the requirement for peer review and/or ranking in an internal competition.
10. To examine policies and make recommendations to improve research support services available to researchers.
11. To review proposals for the establishment of Research Centres and Institutes and to make recommendations for approval by Senate following the Policies and Procedures for the Establishment of Centres and Research Institutes.
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Lakehead
UNIVERSITY

SENATE RESEARCH COMMITTEE Distinguished Researcher Awards

Guidelines

Policy Category: Awards
Approved By: Senate
Effective Date: September 1988 (Revised September 2000; April 2008; February 2015; October 2016)

Deadline: November 30

Description

The Distinguished Researcher Award is the highest honour conferred by Lakehead University for research and scholarly activity. As such, the award will only rarely be given to the same scholar twice in their career, and only then if their research and scholarly activity was sustained at a high level over a period of at least two decades. Typically, the award recognizes a full career of internationally recognized intellectual contributions, including:

1. Consistency in the production of scholarly materials appropriate to the scholar's discipline.
2. Significant contributions to research and scholarly activity as documented by research bodies, professional technical committees, applied research organizations, and/or professional, literary, and artistic associations.
3. Constant and significant direct contributions toward the training of graduate students, where applicable.
4. The receipt of research funding at levels appropriate to the scholar's discipline.

Each year, if there are qualified candidates who are nominated, the award may be given to three full-time Lakehead University professors, one in the social sciences and humanities, one in the natural sciences and engineering, and one in health research. A scholar whose work bridges these intellectual categories must be nominated in only one

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area, and the letter of nomination should provide a rationale for inclusion in a particular category in this situation.

Given the nature of the award, the nomination package for this award is comprehensive and requires care and attention on the part of the nominator, who has the final responsibility to ensure that the Senate Research Committee receives all of the required information. To aid in this process, the Committee has created a checklist of required material, which must be filled out, signed, and submitted by the nominator as the first page of the nomination package. The form is included as an Appendix to this document.

Eligibility

1. All faculty are eligible for the award except for current members of the Senate Research Committee.
2. A faculty member is initially eligible after conducting research for a period of at least 10 years at Lakehead University. Time spent in administrative duties at Lakehead University may count towards the 10 year criteria, as long as research and scholarly activity continued during that time.
3. A faculty member may receive only one award every 10 years.
4. A faculty member who has already received a Distinguished Researcher Award will only be judged on scholarly activity and research performed since last receiving the award.

Nominations

Nominations for these awards may be made by Deans, Directors, Faculty/Department/School Chair, and faculty members. Nominators must submit electronic nomination packages to the Chair of the Senate Research Committee c/o the Committee's Administrative Officer via email: ea.vpri@lakeheadu.ca prior to 4:30 p.m. on November 30 each year. Should the deadline fall over a weekend, applications will be due the following business day.

The award(s) are announced during Research and Innovation Week's Awards Reception and, whenever possible, winners are encouraged to attend and receive the award in person. Please contact the Senate Research Committee's Administrative Officer for additional information, including the date and time of the reception.

Supporting Documentation (NSERC and CIHR Distinguished Researcher Award Nominations)

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The following documentation must be submitted by the nominator. It is understood that in certain instances a nominee will not have documentation in all categories.

1. Letter of nomination that highlights the nominee's major achievements in scholarly activity and research for the period of time under consideration.

2. Curriculum vitae of the nominee.

3. Separate list of publications, beginning with the most recent. Follow the order of publications listed below, using separate headings as required.

Order of Publications:

- Refereed journal articles (published or accepted for publication)
- Books
- Refereed chapters in books
- Non-refereed publications

4. Separate list of awards or prizes received for accomplishments in research and scholarly activity by research bodies, professional technical committees, and applied research organizations.

5. Separate lists of internal and external research grants and contracts received.

6. Evidence of impact of research in the form of published reviews of the nominee's work, where applicable.

7. At least three letters of support from scholars outside Lakehead University that comment on the nominee's national and international reputation as a scholar.

8. Evidence of contributions toward graduate student training, where applicable.

9. Any additional evidence that the nominator wishes to submit as support for outstanding research performance.

Supporting Documentation (SSHRC Distinguished Researcher Award Nominations)

The Senate Research Committee recognizes that there is a significant diversity of disciplines and recognized scholarly activities potentially funded by SSHRC. To ensure that nominations from all SSHRC disciplines are given a fair evaluation for the Distinguished Research Award, letters of nomination should address key categories and concepts for assessment of scholarly activity and research, as recognized within the nominee's discipline.

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The following documentation must be submitted by the nominator. It is understood that in certain instances a nominee will not have documentation in all categories.

1. Letter of nomination that highlights the major achievements of the nominee in scholarly activity and research in their discipline during the period under consideration.

2. Curriculum vitae of the nominee.

3. Separate list of publications, beginning with the most recent.

The order of publications should be consistent with conventional practice in the nominee's discipline. The following are typical categories:

- Books
- Edited books
- Refereed journal articles
- Refereed chapters in books
- Other refereed publications
- Non-refereed publications
- Other scholarly and creative activities

For nominees in Music, contributions might also include musical compositions (indicate whether commissioned), public music performances/recordings, and/or editing of musical manuscripts or published music editions. In Visual Arts, contributions might include curated exhibitions (indicate whether solo or group and whether in public or artist-run gallery), non-curated exhibitions, and invitations to serve as Artist-in-Residence or workshop leader for public or institutional programs.

4. A separate list of awards or prizes received for accomplishments in research and scholarly activity from organizations appropriate to the nominee's discipline.

5. Separate lists of internal and external research grants and contracts received, where this is appropriate to the discipline. Where it is not appropriate to the discipline, or where the nominee's research and scholarly activity did not require funding and contracts, a statement to this effect should be included by the nominator.

6. Evidence of impact of research in the form of published reviews of the nominee's work, where applicable.

7. At least three letters of support from scholars outside Lakehead University that comment on the nominee's national and international reputation as a scholar.

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Selection Committee

The Senate Research Committee shall receive nominations along with supporting documentation. The committee will review all candidates and make appropriate recommendations to the Vice-President (Research and Innovation). The award(s) need not be made each year should it be determined by members of the Senate Research Committee, and/or the Vice-President (Research and Innovation) that no suitable candidate(s) has been nominated.

Award

A monetary award will be available to the recipients of the Distinguished Researcher Awards, in the form of a tax-sheltered research grant. The funds will not be attached to any specific research activity or research proposal. The recipients will have autonomy in determining how the award money will best be used to support their research.

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SENATE RESEARCH COMMITTEE

Distinguished Researcher Awards

Guidelines

Policy Category: Awards
Approved By: Senate
Effective Date: September 1988 (Revised September 2000; April 2008; February 2015; October 2016)

Deadline: November 30

Description

The Distinguished Researcher Award is the highest honour conferred by Lakehead University for research and scholarly activity. As such, the award will only rarely be given to the same scholar twice in their career, and only then if their research and scholarly activity was sustained at a high level over a period of at least two decades. Typically, the award recognizes a full career of internationally recognized intellectual contributions, including:

1. Consistency in the production of scholarly materials appropriate to the scholar's discipline.
2. Significant contributions to research and scholarly activity as documented by research bodies, professional technical committees, applied research organizations, and/or professional, literary, and artistic associations.
3. Constant and significant direct contributions toward the training of graduate students, where applicable.
4. The receipt of research funding at levels appropriate to the scholar's discipline.

Each year, if there are qualified candidates who are nominated, the award may be given to three full-time Lakehead University professors, one in the social sciences and humanities, one in the natural sciences and engineering, and one in health research. A scholar whose work bridges these intellectual categories must be nominated in only one

area, and the letter of nomination should provide a rationale for inclusion in a particular category in this situation.

Given the nature of the award, the nomination package for this award is comprehensive and requires care and attention on the part of the nominator who has the final responsibility to ensure that the Senate Research Committee receives all of the required information. To aid in this process, the Committee has created a checklist of required material, which must be filled out, signed, and submitted by the nominator as the first page of the nomination package. The form is included as an Appendix to this document.

Eligibility

1. All faculty are eligible for the award except for current members of the Senate Research Committee.
2. A faculty member is initially eligible after conducting research for a period of at least 10 years at Lakehead University. Time spent in administrative duties at Lakehead University may count towards the 10 year criteria as long as research and scholarly activity continued during that time.
3. A faculty member may receive only one award every 10 years.
4. A faculty member who has already received a Distinguished Researcher Award will only be judged on scholarly activity and research performed since last receiving the award.

Nominations

Nominations for these awards may be made by Deans, Directors, Faculty/Department/School Chair, and faculty members. **Nominators must submit electronic nomination packages to the Chair of the Senate Research Committee c/o the Committee's Administrative Officer via email: ea.vpri@lakeheadu.ca prior to 4:30 p.m. on November 30 each year.** Should the deadline fall over a weekend, applications will be due the following business day.

The award(s) are announced during Research and Innovation Week's Awards Reception and, whenever possible, winners are encouraged to attend and receive the award in person. Please contact the Senate Research Committee's Administrative Officer for additional information, including the date and time of the reception.

Supporting Documentation (NSERC and CIHR Distinguished Researcher Award Nominations)

The following documentation must be submitted by the nominator. It is understood that in certain instances a nominee will not have documentation in all categories.

1. Letter of nomination that highlights the nominee's major achievements in scholarly activity and research for the period of time under consideration.
2. Curriculum vitae of the nominee.
3. Separate list of publications, beginning with the most recent. Follow the order of publications listed below, using separate headings as required.

Order of Publications:

- Refereed journal articles (published or accepted for publication)
 - Books
 - Refereed chapters in books
 - Non-refereed publications
4. Separate list of awards or prizes received for accomplishments in research and scholarly activity by research bodies, professional technical committees, and applied research organizations.
 5. Separate lists of internal and external research grants and contracts received.
 6. Evidence of impact of research in the form of published reviews of the nominee's work, where applicable.
 7. At least three letters of support from scholars outside Lakehead University that comment on the nominee's national and international reputation as a scholar.
 8. Evidence of contributions toward graduate student training, where applicable.
 9. Any additional evidence that the nominator wishes to submit as support for outstanding research performance.

Supporting Documentation (SSHRC Distinguished Researcher Award Nominations)

The Senate Research Committee recognizes that there is a significant diversity of disciplines and recognized scholarly activities potentially funded by SSHRC. To ensure that nominations from all SSHRC disciplines are given a fair evaluation for the Distinguished Research Award, letters of nomination should address key categories and concepts for assessment of scholarly activity and research, as recognized within the nominee's discipline.

The following documentation must be submitted by the nominator. It is understood that in certain instances a nominee will not have documentation in all categories.

1. Letter of nomination that highlights the major achievements of the nominee in scholarly activity and research in their discipline during the period under consideration.
2. Curriculum vitae of the nominee.
3. Separate list of publications, beginning with the most recent.

The order of publications should be consistent with conventional practice in the nominee's discipline. The following are typical categories:

- Books
- Edited books
- Refereed journal articles
- Refereed chapters in books
- Other refereed publications
- Non-refereed publications
- Other scholarly and creative activities

For nominees in Music, contributions might also include musical compositions (indicate whether commissioned), public music performances/recordings, and/or editing of musical manuscripts or published music editions. In Visual Arts, contributions might include curated exhibitions (indicate whether solo or group and whether in public or artist-run gallery), non-curated exhibitions, and invitations to serve as Artist-in-Residence or workshop leader for public or institutional programs.

4. A separate list of awards or prizes received for accomplishments in research and scholarly activity from organizations appropriate to the nominee's discipline.
5. Separate lists of internal and external research grants and contracts received, where this is appropriate to the discipline. Where it is not appropriate to the discipline, or where the nominee's research and scholarly activity did not require funding and contracts, a statement to this effect should be included by the nominator.
6. Evidence of impact of research in the form of published reviews of the nominee's work, where applicable.
7. At least three letters of support from scholars outside Lakehead University that comment on the nominee's national and international reputation as a scholar.
8. Evidence of contributions toward graduate student education, where applicable.
9. Any additional evidence that the nominator wishes to submit as support for outstanding research performance.

Selection Committee

The Senate Research Committee shall receive nominations along with supporting documentation. The committee will review all candidates and make appropriate recommendations to the Vice-President (Research, and Innovation). The award(s) need not be made each year should it be determined by members of the Senate Research Committee and/or the Vice-President (Research and Innovation) that no suitable candidate(s) has been nominated.

Award

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Distinguished Researcher Award Nomination Form

Please complete this form and include it as **the first page of your Distinguished Researcher Award nomination package**. Should you have any questions regarding the nomination process, please do not hesitate to contact the Senate Research Committee's Administrative Officer: ea.vpri@lakeheadu.ca or (807) 343-8201.

Award Name:	Distinguished Researcher Award
Category:	NSERC <input type="checkbox"/> SSHRC <input type="checkbox"/> CIHR <input type="checkbox"/>
Nominee's Name:	
Department / School / Faculty:	
Office Extension #:	
Lakehead University Email Address:	
Nominator's Name(s):	
Department / School / Faculty:	
Office Extension #:	
Lakehead University Email Address:	

Please confirm that you have included each of the following items with this nomination package, if applicable. Please review the [Distinguished Researcher Award Policy](#) for additional information.

- | | |
|---|---|
| <input type="checkbox"/> Letter of Nomination | <input type="checkbox"/> Impact of Research |
| <input type="checkbox"/> Nominee's Curriculum Vitae | <input type="checkbox"/> Three Letters of Support |
| <input type="checkbox"/> Separate List of Publications | <input type="checkbox"/> Evidence of Contributions To Graduate Student Training |
| <input type="checkbox"/> Separate List of Awards or Prizes | <input type="checkbox"/> Supporting Documentation * |
| <input type="checkbox"/> Separate List of Research Grants/Contracts | |

** Please ensure that any hard copy materials, such as books, are labelled with the nominee's name.*