# NOMINATION ACCEPTANCE LETTER TEMPLATES – ACADEMIC DIVISIONS

## CRC Nomination Acceptance Letter – Tier 1

DATE

Dear (Name of Proposed CRC Nominee),

This letter is to confirm our intention to nominate you for a Tier 1 Canada Research Chair. This is a highly prestigious award and reflects the University’s enormous esteem for your research. The specifics of this nomination will be as follows:

Council and Tier:

Chair Title: (may be TBD)

Nomination Submission Date:

Expected Date of Results:

Proposed Chair Start Date:

Although the Faculty and the University will provide support in the development of the CRC nomination, the application to the Canada Research Chairs Program will require the investment of significant time and attention on your part. We thank you in advance for your efforts in this regard.

This nomination, if successful, will result in an award that normally extends over seven years, subject to performance review by the University. Renewal of your CRC is subject to performance review by the University and by the CRC Secretariat in the sixth year of your tenure as a CRC, as well as other factors affecting the institutional allocation of Chairs. During the sixth year of your Chair term, you will be asked by your department or Faculty to submit a brief package outlining your progress and achievements during the first term of your Chair award and describing the program of research to be carried out in the second term. To ensure consistency and transparency in the renewals process, a departmental or Faculty renewal committee will evaluate these materials using the CRC Program’s Tier 1 [renewal selection criteria](http://www.chairs-chaires.gc.ca/program-programme/renew-renouvellement-eng.aspx) for “quality of the Chairholder and proposed research program.”

CRC Program policies state that a Tier 1 CRC may be renewed only once, for a maximum tenure of fourteen years. While unlikely, it is possible that the Faculty’s allocation of CRCs may be reduced during the time of your appointment and, as a result, the Faculty may not be in a position to offer a renewal. Consistent with CRC Program regulations, all institutions are required to meet equity targets for their cohort of Chairholders; if the University is at risk of not meeting its targets for December 2029 Chairholders may be limited to one term. The Faculty will do all it can to ensure this situation does not occur.

The University does not normally allow Chairholders to hold significant academic administrative appointments concurrent with the Chair. In addition, the CRC Secretariat has specific provisions regarding allowable leaves/absences during the Chair tenure. These provisions and other important information about being a Canada Research Chair can be viewed on [www.chairs-chaires.gc.ca](http://www.chairs-chaires.gc.ca). Please visit this website and carefully review the information there. Should you have any questions, you may contact [name of departmental/faculty contact] and/or the University’s Research Services Office.

The value of the CRC award is $200,000 per annum. Of this amount, a portion is directed by the Faculty to address institutional costs of the award. As per the attached budget tables, your Faculty has outlined the use of the CRC funds for eligible costs, as well as the funds and resources committed by the Faculty in support of your Chairholder award. Please review these tables carefully.

The University of Toronto adheres to the position that teaching and research are mutually enhancing and that our students should have the benefit of access to our top researchers. Therefore, there is no automatic entitlement to reduced teaching loads for Chairholders.

The terms of the award require that each June you submit an annual performance report to the CRC Secretariat, as well as review and approve an annual financial report. The University’s Research Services Office will be in touch with you each spring as soon as the online report forms are available. The University reviews these reports and submits them to the Secretariat

Given that the number of CRCs allocated to the University is based on our institutional share of national tri-council funding, you are expected to hold or be actively applying for tri-council funding, through at least one CRC-eligible tri-council program, at the point of nomination and throughout the tenure of the award.

Just as the University’s selection of CRCs carefully considers the inclusion of underrepresented groups, all Chairholders are expected to address equity, diversity, and inclusion in the development of their research teams. Chairholders are also expected to minimize potential bias in their research programs by adhering to the relevant tri-council guidelines for ethical, equitable, and inclusive research.

As part of your CRC nomination, you will be asked to submit [a confidential self-identification form](https://competitions2.nserc-crsng.gc.ca/sites/CHAIRS-EDI2_CHAIRES-EDI2/993/home-accueil.aspx) to the Programs Secretariat by the nomination deadline. This form is required for all nominations. CRC opportunities at the University of Toronto are now limited to members of one or more of the four designated groups (women and gender minorities, racialized persons, persons with disabilities, and Indigenous Peoples), and all nominees are expected to self-identify to the CRC Program in the same way that they self-identified to the University for the purposes of their application to the CRC posting. The information collected by the Program and reported to institutions in aggregate is essential to the University’s ability to accurately respond to equity targets set by the Program.

Finally, the University—like the rest of the country—is enormously proud of its Canada Research Chairs. There will be occasions where you will be called upon to participate in events and outreach activities that will serve to highlight the depth and breadth of U of T’s research and innovation capacity. We would expect that, with appropriate notice and barring other significant and unavoidable commitments, you will be available to participate in such occasions.

This letter is intended to outline some of the key points associated with accepting a nomination as a Canada Research Chair at the University of Toronto. It is not exhaustive and does not replace or override the expectations/regulations set out by the Canada Research Chairs Program, within whose parameters the University administers these awards.

Please indicate your willingness to be nominated for a Canada Research Chair, under the terms outlined in this letter and attachment, by signing below and returning the signed letter to me at your earliest convenience.

Sincerely yours,

Faculty Dean/Vice-Dean Equivalent signature

cc: Departmental Chair

I have read and accept the terms of nomination for a Canada Research Chair at the University of Toronto. I also confirm that I have reviewed the attached budget tables regarding the use of Chair funds and the support and resources to be provided by the Faculty.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of CRC Nominee Date

\* A copy of this letter, signed by the proposed nominee, should be sent to crc@utoronto.ca. Upon receipt of the letter and the necessary supporting documentation, the Research Services Office will provide the nominee with access to the online CRC application form.

***Version updated October 30, 2023***

## CRC Nomination Acceptance Letter – Tier 2

[DATE]

Dear (Name of Proposed CRC Nominee),

This letter is to confirm our intention to nominate you for a Tier 2 Canada Research Chair. This is a highly prestigious award and reflects the University’s enormous confidence in your research. The specifics of this nomination will be as follows:

Council and Tier:

Chair Title: (may be TBD)

Nomination Submission Date:

Expected Date of Results:

Proposed Chair Start Date:

Although the Faculty and the University will provide support in the development of the CRC nomination, the application to the Canada Research Chairs Program will require the investment of significant time and attention on your part. We thank you in advance for your efforts in this regard.

This nomination, if successful, will result in an award that extends over five years, with the opportunity for one renewal, subject to performance review by the University and by the CRC Secretariat in the fourth year of your tenure as a CRC. At this time, you will be asked by your department or Faculty to submit a brief package outlining your progress and achievements during the first term of your Chair award and describing the program of research to be carried out in the second term. To ensure consistency and transparency in the renewals process, a departmental or Faculty renewal committee will evaluate these materials using the CRC Program’s Tier 2 [renewal selection criteria](http://www.chairs-chaires.gc.ca/program-programme/renew-renouvellement-eng.aspx) for “quality of the Chairholder and proposed research program.”

Tier 2 Chairs are time-limited awards of up to ten years’ duration. There is no automatic “graduation” to a Tier 1 Chair or other prestigious award.

While unlikely, it is possible that the Faculty’s allocation of CRCs may be reduced during the time of your appointment and, as a result, the Faculty may not be in a position to offer a renewal. Consistent with the CRC Program regulations, all institutions are required to meet equity targets for their cohort of Chairholders; if the University is at risk of not meeting its targets for December 2029, Chairholders may be limited to one term. The Faculty will do all it can to ensure this situation does not occur.

The University does not normally allow Chairholders to hold significant academic administrative appointments concurrent with the Chair. In addition, the CRC Secretariat has specific provisions regarding allowable leaves/absences during the Chair tenure. These provisions and other important information about being a Canada Research Chair can be viewed at [www.chairs-chaires.gc.ca](http://www.chairs-chaires.gc.ca). Please visit this website and carefully review the information there. Should you have any questions, you may contact [name of department / faculty contact] and/or the University’s Research Services Office (crc@utoronto.ca).

The value of the CRC award is currently $100,000 per annum. In addition, there is a $20,000 research stipend per year for first-term chairholders. Of this amount, a portion is directed by the Faculty to address institutional costs of the award. As per the attached budget tables, your Faculty has outlined the use of the CRC funds for eligible costs, as well as the funds and resources committed by the Faculty in support of your Chairholder award. Please review these tables carefully.

The University of Toronto adheres to the position that teaching and research are mutually enhancing and that our students should have the benefit of access to our top researchers. Therefore, there is no automatic entitlement to reduced teaching loads for Chairholders.

The terms of the award require that each June you submit an annual performance report to the CRC Secretariat, as well as review and approve an annual financial report. The University’s Research Services Office will be in touch with you each spring as soon as the on-line report forms are available. The University reviews these reports and submits them to the Secretariat.

Given that the number of CRCs allocated to the University is based on our institutional share of national tri-council funding, you are expected to hold or be actively applying for CRC-eligible tri-council funding, through at least one program, at the point of nomination and throughout the tenure of the award.

Just as the University’s selection of CRCs carefully considers the inclusion of underrepresented groups, all Chairholders are expected to address equity, diversity, and inclusion in the development of their research teams. Chairholders are also expected to minimize potential bias in their research programs by adhering to the relevant tri-council guidelines for ethical, equitable, and inclusive research.

As part of your CRC nomination, you will be asked to submit [a confidential self-identification form](https://competitions2.nserc-crsng.gc.ca/sites/CHAIRS-EDI2_CHAIRES-EDI2/993/home-accueil.aspx) to the Programs Secretariat by the nomination deadline. This form is required for all nominations. CRC opportunities at the University of Toronto are now limited to members of one or more of the four designated groups (women and gender minorities, racialized persons, persons with disabilities, and Indigenous Peoples), and all nominees are expected to self-identify to the CRC Program in the same way that they self-identified to the University for the purposes of their application to the CRC posting. The aggregated information collected by the Program and reported to institutions in aggregate is essential to the University’s ability to accurately respond to equity targets set by the Program.

Finally, the University—like the rest of the country—is enormously proud of its Canada Research Chairs. There will be occasions where you will be called upon to participate in events and outreach activities that will serve to highlight the depth and breadth of our research and innovation capacity. We would expect that, with appropriate notice and barring other significant and unavoidable commitments, you will be available to participate in such occasions.

This letter is intended to outline some of the key points associated with accepting a nomination as a Canada Research Chair at the University of Toronto. It is not exhaustive and does not replace or override the expectations/regulations set out by the Canada Research Chairs Program, within whose parameters the University administers these awards.

*Where appropriate (e.g. in the case of appointment at the rank of Assistant Professor or Assistant Professor Conditional), the following wording should also be included:-*

*‘The outcome of this nomination will not affect your initial [one-year conditional and subsequent] three-year Assistant Professorship.’*

Please indicate your willingness to be nominated for a Canada Research Chair, under the terms outlined in this letter and attachment, by signing below and returning the signed letter to me at your earliest convenience.

Sincerely yours,

Faculty Dean/Vice-Dean Equivalent signature

cc: Departmental Chair

I have read and accept the terms of nomination for a Canada Research Chair at the University of Toronto. I also confirm that I have reviewed the attached budget tables regarding the use of Chair funds and the support and resources to be provided by the Faculty.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of CRC Nominee Date

\* A copy of this letter, signed by the proposed nominee, should be sent crc@utoronto.ca. Upon receipt of the letter and the necessary supporting documentation, the Research Services Office will provide the nominee with access to the online CRC application form.

***Version updated October 30, 2023***