Wednesday, September 21, 2022  
SAB 2-31  
2:00 PM - 4:00 PM

OPENING SESSION
1. Approval of the Agenda  
   Verna Yiu
2. Comments from the Chair (no documents)  
   Verna Yiu
3. Committee Orientation  
   Kate Peters Brad Hamdon

CONSENT AGENDA
[If a member has a question or feels that an item should be discussed, they should notify the Secretary to GFC, in writing, two business days or more in advance of the meeting so that the relevant expert can be invited to attend.]

4. Approval of the Open Session Minutes of June 22, 2022

ACTION ITEMS
5. Proposal to establish the Engineering Research Chairs program in the Faculty of Engineering.  
   Simaan AbouRizk Anastasia Elias

DISCUSSION ITEMS
6. Budget Update (standing item)  
   Verna Yiu Todd Gilchrist
7. Question Period  
   Verna Yiu

INFORMATION REPORTS
Information Items Forwarded to Committee Members Between Meetings
- For approval by September 7 – eVote
- Results of eVote

CLOSING SESSION
Adjournment
- Next Meeting of APC: October 5, 2022
- Next Meeting of GFC: October 17, 2022

Presenter(s):
Todd Gilchrist  
Vice-President (University Services and Finance)
Verna Yiu                Interim Provost and Vice-President (Academic)
Kate Peters             GFC Secretary and Manager, GFC Services
Heather Richholt        Assistant Secretary to General Faculties Council
Simaan AbouRizk         Dean (Interim)
Anastasia Elias         Professor and Associate Dean (Research and Innovation)

Documentation was before members unless otherwise noted.

Meeting REGRETS to:     Heather Richholt, 780-492-1937, richholt@ualberta.ca
Prepared by:            Kate Peters, 780-492-4733
University Governance   www.governance.ualberta.ca
## Governance Executive Summary
Advice, Discussion, Information Item

<table>
<thead>
<tr>
<th>Agenda Title</th>
<th>GFC Academic Planning Committee Orientation</th>
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### Item

<table>
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<tr>
<th>Proposed by</th>
<th>General Faculties Council</th>
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| Presenter   | Kate Peters, GFC Secretary and Manager of GFC Services  
 Brad Hamdon, University Secretary |

### Details

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<thead>
<tr>
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<th>University Governance</th>
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<tbody>
<tr>
<td>The Purpose of the Proposal is (please be specific)</td>
<td>The proposal is before the committee to provide governance orientation to committee members.</td>
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</tbody>
</table>
| Executive Summary (outline the specific item – and remember your audience) | The first meeting of the year for each GFC Committee typically includes a Committee orientation. This year we would like to focus on the committee’s mandate and the responsibilities of members.  
Please take the time to review the attached Committee Terms of Reference and the GFC and Committee Member Guidebook before the meeting. We welcome your questions related to all things University Governance! |

### Engagement and Routing (Include proposed plan)

| Consultation and Stakeholder Participation | GFC Committee Chairs  
 General Counsel and University Secretary  
 GFC Committees |

### Strategic Alignment

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<thead>
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<th>Alignment with For the Public Good</th>
<th>Objective 21</th>
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<tr>
<td>Alignment with Core Risk Area</td>
<td>Please note below the specific institutional risk(s) this proposal is addressing.</td>
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| Legislative Compliance and jurisdiction | Post-Secondary Learning Act  
 General Faculties Council  
 GFC Academic Planning Committee Terms of Reference |

### Attachments

1. GFC Academic Planning Committee Terms of Reference
2. GFC and Committee Member Guidebook (link)

*Prepared by:* Heather Richholt, Assistant Secretary to GFC, richholt@ualberta.ca
1. Mandate and Role of the Committee

The GFC Academic Planning Committee (APC) is a standing committee of GFC charged with oversight of academic planning issues. APC is responsible for considering institution wide implications to the university’s longer term academic, research, financial, and facilities development.

The Committee may be called upon to consider or recommend to GFC on any academic or research issue within its mandate and has delegated authority from GFC to provide advice to the Board of Governors on budget matters.

2. Areas of Responsibility

Academic implications of:

a. Research and research policy
b. Academic units and academic service units
c. Budget matters
d. Quality assurance
e. Enrolment management
f. Facilities planning
g. Internationalization policies and initiatives
h. Indigenous policies and initiatives
i. Information Technology policies and initiatives

3. Composition

Voting Members (18)

Ex-officio (6)
- Provost and Vice-President (Academic), Chair
- Vice-President (Research)
- Vice-President (Finance and Administration)
- Vice-Provost and University Registrar
- President, Students’ Union
- President, Graduate Students’ Association

Elected by GFC (12)
- 7 academic staff elected by GFC (A1.1, 1.5, 1.6, 1.7), at least five of which are members of GFC. One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair
- 1 Dean
- 1 Department Chair-at-large
- 1 non-academic staff at-large (S1.0)
- 1 undergraduate student from GFC
- 1 graduate student from GFC

NOTE: One academic staff member of the GFC Academic Planning Committee will be elected by the committee for cross appointment to the GFC Facilities Development Committee

Non-voting Members
- University Secretary
- GFC Secretary
4. **Delegated Authority from General Faculties Council**  
*Should be reviewed at least every three years and reported to GFC.*

4.1 **Academic Programs**  
a. Approve proposals for academic and non-academic programs which involve new space or resources or affect long-range planning, as recommended by the GFC Programs Committee

4.2 **Research and Research Policy**  
a. Approve the establishment and termination of endowed and funded chairs  
b. Academic Centres and Institutes  
   - Approve the establishment of academic centres and institutes  
   - Receive notification of the suspension or termination of academic centres and institutes from the Provost and Vice-President (Academic)

4.3 **Academic Units and Academic Service Units**  
a. Approve name changes to Departments and Divisions

4.4 **Budget Matters**  
a. Recommend to the Board of Governors on the academic and research implications of the annual budget, excluding budgets for ancillary units

4.5 **Enrolment Management**  
a. Approve revisions to the Enrolment Management Procedure

5. **Responsibilities Additional to Delegated Authority**

5.1 **Research and Research Policy**  
a. Receive, discuss and provide feedback on research policy issues including research ethics policy. Recommend to GFC on new policy suites and revisions to existing policy  
b. Receive, discuss and provide feedback on Centres and Institutes Committee Annual Report  
c. Receive, discuss and provide feedback on research performance summaries and reports

5.2 **Academic Units and Academic Service Units**  
a. Recommend to GFC on name changes of Faculties  
b. Recommend to GFC on the establishment and termination of Faculties, Departments, Schools and Divisions, and on mergers involving Faculties, Departments, or Divisions subject to Article 32 of the Faculty Agreement  
c. Recommend to the Board of Governors on the assignment of priorities for establishment of new Faculties, Departments or Schools  
d. Receive notification of name changes of campus units for information

5.3 **Budget Matters**  
a. Recommend to GFC on budget principles  
b. Recommend to the Board of Governors on the annual budget (excluding ancillary units)  
c. Recommend to GFC on any new fee that would be levied upon a substantial group of students

5.4 **Quality Assurance**  
a. Receive and discuss quality assurance reports for academic programs on an annual basis  
b. Receive and discuss reviews of academic and other academic service units  
c. Receive, discuss, and provide feedback on processes for quality assurance and unit reviews
5.5 Enrolment Management
a. Receive, discuss, and provide feedback on enrolment reports
b. Recommend to GFC on enrolment management processes

5.6 Facilities Planning
a. Receive advice and comments from Facilities Development Committee (FDC) on any facilities-related matter including requests for additional space or major new construction projects which may affect academic programs
b. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding the planning and use of physical facilities
c. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding the use of land owned or leased by the University
d. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding standards, systems and procedures for planning and designing physical facilities
e. Informed by advice from FDC, recommend to the Board of Governors on matters regarding planning and use of physical facilities where these facilities are deemed to have a significant academic or research implications, or financial impact on the University

5.7 International Policies and Initiatives
a. Receive, discuss, and provide feedback on annual reports and future plans

5.8 Indigenous Policies and Initiatives
a. Receive, discuss, and provide feedback on annual reports and future plans

5.9 Information Technology Policies and Initiatives
a. Receive, discuss, and provide feedback on annual reports and future plans

5.10 Academic Awards Policy
a. Recommend to GFC on any new policy and procedures governing awards and bursaries.
b. Regularly review GFC policy and procedures on awards and bursaries and recommend changes where required.
c. Receive regular reports for the purpose of identifying trends and gaps in the financial support available to students.

6. Sub-delegations from Academic Planning Committee
*Should be reviewed at least every three years and reported to GFC.*

7. Limitations to Authority
The following further refines or places limitations on authorities held by or delegated to APC:

8. Reporting to GFC
The committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions
The determination of what constitutes a "significant academic or research implication or financial impact" will be made by the Committee, either through an expression of consensus or a vote.
Substantial Group of Students – any one (or more) of the following three classes of students: (a) undergraduate students, (b) doctoral level students, and/or (c) graduate students pursuing studies other than those at doctoral level

Academic Units – include Faculties, Departments, Schools and divisions. Divisions are defined as academic units with authority over student programs. They may be budgetary units and may or may not be part of an existing Department.

Academic Service Units – administrative units, excluding ancillary units, that have academic impact

Academic Centre or Institute – An academic centre or institute exists at the University of Alberta and is controlled by the University of Alberta. An academic centre or institute may exist solely within the University of Alberta or may be created through a partnership between the university and other entities. Such other entities may include other universities, governments, public authorities (such as health authorities), and non-profit organizations.

Academic staff – as defined by the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues in UAPPOL

Awards and Bursaries – as defined by the Student Financial Support Policy in UAPPOL

Non-Academic staff – as defined by the Recruitment Policy (Appendix B) Definition and Categories of Support Staff in UAPPOL

10. Links

Centres and Institutes Policy
Student Financial Supports Policy
Undergraduate Student Financial Supports Procedure
Graduate Student Financial Supports Procedure
Creation of New Student Financial Supports Procedure

Approved by General Faculties Council:
April 29, 2019
May 25, 2020
June 7, 2021
OPENING SESSION

The Chair began by acknowledging the territory:

Before we begin, I would like to acknowledge that the University of Alberta resides on Treaty 6 territory and the homeland of the Métis. To acknowledge the territory is to recognize the longer history of these lands and signifies our commitment to working in Good Relations with First Nations, Métis and Inuit peoples as we engage in our institutional work.

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Presenter(s): Steven Dew, Provost and Vice-President (Academic), and Chair of GFC Academic Planning Committee (APC)

Discussion: The Chair requested a slight change in the agenda to move the discussion items concerning the budget ahead of the action item.

The motion was moved and seconded.

THAT the GFC Academic Planning Committee approve the agenda as amended. CARRIED

2. Comments from the Chair (no documents)

Presenter(s): Steven Dew, Provost and Vice-President (Academic), and Chair of APC

Discussion: The Chair thanked departing members APC for their service, informed members about the approvals of the Indigenous Strategic Plan and the International Tuition Proposal and the proposed review of the structure
of the Tuition Budget Advisory Committee. The Chair also noted this would be his last meeting chairing APC as Provost and informed members that Verna Liu had been named as Interim Provost for a two-year term.

CONSENT AGENDA
Materials before members are contained in the official meeting file.

The consent agenda motion was moved and seconded

3. Approval of the Open Session Minutes of May 18 and May 26, 2022

THAT the GFC Academic Planning Committee approve the open session minutes of May 18 and May 26, 2022

CARRIED

4. Proposed Suspension of the BSc Pharmacy and the Bridging Program for BSc Pharmacy Students, Faculty of Pharmacy and Pharmaceutical Sciences

THAT the GFC Academic Planning Committee recommend that the Board of Governors approve the suspension of the Bachelor of Science in Pharmacy program, for implementation July 1, 2023.

CARRIED

THAT the GFC Programs Committee recommend that the Board of Governors approve the suspension of the Doctor of Pharmacy (Pharm D) Bridging Program for BSc in Pharmacy Students, for implementation July 1, 2023.

CARRIED

5 University of Alberta Annual Report 2021-22

DISCUSSION ITEMS

6. Budget Model 2.0

Materials and Presentation before members are contained in the official meeting file.

Presenter(s): Todd Gilchrist, Vice-President (University Services and Finance); Steven Dew, Provost and Vice-President (Academic)

Discussion: The Chair explained the function of the model in budget planning for academic units across the University and provided background on the introduction of the first iteration of the budget model, known informally as Budget 1.0, in the 2019-2020 academic year. He described the circumstances that subsequently led to the need to revise the model including fiscal pressures, academic restructuring, space optimization, the introduction of a growth strategy, and centralisation of administrative services. The Chair informed APC of the decision to defer the implementation of the new model until the 2023-2024 academic year to give the new Provost and APC more time to contemplate the model and the impacts of the rollout.

The Chair invited the Committee to provide feedback on the principles that underpin the model and committed to sharing the information with the new Provost. The committee discussed student life and the student experience, the funding of college administration; perceptions of “taxation” to support centralised services; and the principles of fairness, transparency, accountability and equity.
7. **Budget Update (standing item)**

*Presenter(s):* Steven Dew, Provost and Vice-President (Academic); Todd Gilchrist, Vice-President (University Services and Finance)

*Discussion:* There was no discussion.

**ACTION ITEMS**

8. **Proposal from the Faculty of Science to create the Glycomics Institute of Alberta (GIA)**

Materials before members are contained in the official meeting file.

*Presenter(s):* Lara Mahal, Canada Excellence Research Chair in Glycomics, Chemistry

*Purpose of the Proposal:* To bring forward the proposal from the Faculty of Science to create the Glycomics Institute of Alberta (GIA) for discussion and approval by APC under the authority of the UAPPOL Academic Centres and Institutes Establishment Procedure.

*Discussion:* L. Mahal explained the numerous implications of research on glycoscience for different disciplines and the aspiration that this new research centre would bring together researchers in the University and facilitate intraprovincial collaboration. The proponent presented the vision for the Institute as a centre for education, collaboration and enhanced communication to connect people and assets and the governance model including the source of funding for the next five years.

Members discussed the long term source of funding given that the Canada Excellence Research Chair is not renewable and how the Institute will continue to attract researchers and incentivise their participation.

The motion was moved and seconded.

| THAT the GFC Academic Planning Committee approve, with delegated authority from General Faculties Council, the creation of the Glycomics Institute of Alberta, effective upon approval. |
| CARRIED |

**DISCUSSION ITEMS**

9. **Question Period**

*Presenter(s):* Steven Dew, Provost and Vice-President (Academic)

*Discussion:* Members thanked the Provost for the indelible mark his work will leave on the University and expressed admiration for the respectful, collegial and intelligent leadership in turbulent times. The graduate student representative expressed gratitude for the support and expressed a hope that the work that the Provost is currently supporting would continue. The Provost responded with thanks and expressed optimism for the future of the University. He encouraged members of APC to take time over the summer.

**INFORMATION REPORTS**

There were no requests from members to discuss the information items listed below.

10. **Graduate Student Enrolment Report 2020-2021**

12. **Information Items Forwarded to Committee Members Between Meetings**
- University of Alberta Mail - HOLD_ Special Meeting APC - May 26 2-4PM

**CLOSING SESSION**

13. **Adjournment**
   - Next Meeting of APC: September 7, 2022
   - Next Meeting of GFC: September 21, 2022
### GFC ACADEMIC PLANNING COMMITTEE
For the meeting of September 21, 2022

Item No. 5

#### Governance Executive Summary

**Agenda Title**
Proposal to establish the Engineering Research Chairs program in the Faculty of Engineering.

**Motion**

THAT the GFC Academic Planning Committee approve, with delegated authority from General Faculties Council, the establishment of the Engineering Research Chairs program for implementation beginning October 1, 2022.

**Item**

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<th>Action Requested</th>
<th>☒ Approval</th>
<th>☐ Recommendation</th>
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<tr>
<td>Proposed by</td>
<td>Simaan AbouRizk, Interim Dean, Faculty of Engineering</td>
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| Presenter(s)     | - Simaan AbouRizk, Interim Dean, Faculty of Engineering  
- Anastasia Elias, Associate Dean (Research Strategy), Faculty of Engineering |

**Details**

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<thead>
<tr>
<th>Office of Administrative Responsibility</th>
<th>Provost and Vice-President (Academic)</th>
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</table>
| **The Purpose of the Proposal is (please be specific)** | The proposal is before the committee because the Faculty of Engineering is seeking to establish the Engineering Chairs Research program, which aims to:  
- Increase the retention of faculty within the Faculty of Engineering that are committed to engaging in large-scale collaborative research partnerships with private and/or public sector partners;  
- Enhance the recruitment of outstanding scholars to the Faculty of Engineering; and  
- Improve the quality, capacity, and relevance of the Faculty of Engineering’s research outputs to our communities of practice. |
| **Executive Summary (outline the specific item – and remember your audience)** | The Natural Sciences and Engineering Research Council of Canada (NSERC)’s Industrial Research Chair (IRC) Program has provided a unique collaborative framework for developing long-standing relationships with industry that has resulted in “numerous mutually beneficial collaborations” between the Faculty of Engineering at the University of Alberta and various public and private sector organizations in Canada.  
As of September 2, 2019, the IRC Program is no longer accepting new applications or renewals. The Faculty of Engineering at the University of Alberta had the largest number of IRCs of any other university in Canada; the cessation of this program represents a notable loss to the Faculty of Engineering.  
In an effort to promote the creation of new and the maintenance of existing collaborative partnerships, the Faculty of Engineering is |
proposing the development of the Engineering Research Chairs (ERC) Program.

Funding for the program will be provided through:
- Industrial contributions of collaborating organization;
- Engineering endowments at the discretion of the Dean of Engineering; and/or
- Other research chair programs, such as the Canada Research Chairs program (i.e., the Faculty's Operating Budget), should the candidate hold multiple titles.

The ERC program is designed to be scalable, with the number of ERCs awarded yearly based on the availability of funding (up to a maximum number of ERCs). This approach will ensure financial sustainability of the program.

If the request is approved, it is anticipated that the ERC Review Committee (ERC-RC) will be established by October 2022. Calls for applications for the March 2023 competition are expected to be issued by the ERC-RC in December 2022. The ERC-RC will meet to review applications and provide recommendations to the Dean of Engineering in March 2023, with the appointment of the first-round of ERCs expected by April 1, 2023.

The program is anticipated to continue in perpetuity, issuing semi-annual calls for applications for March and September competitions. The number of ERCs awarded during each competition will be based on the amount of funding available and will not exceed the predefined maximum number of ERCs.

Supplementary Notes and context: <This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)

<For information on the protocol see the Governance Resources section Student Participation Protocol>

<table>
<thead>
<tr>
<th>Those who are actively participating:</th>
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<tr>
<td>Faculty of Engineering</td>
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<th>Those who have been consulted:</th>
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<tbody>
<tr>
<td>Interim Dean, Natural and Applied Sciences</td>
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<tr>
<td>Vice-President (Research and Innovation)</td>
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<tr>
<td>Department Chairs within the Faculty of Engineering</td>
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Approval Route (Governance) (including meeting dates)

| Academic Planning Committee (for Final approval) |
## Strategic Alignment

<table>
<thead>
<tr>
<th>Alignment with For the Public Good</th>
<th>Objective 18: Seek, build, strengthen, and sustain partnerships with local, national, or international research agencies, governments, government ministries and agencies, universities, Indigenous communities, libraries, not-for-profits, industry, business, and community organizations.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The ERC program will incentivize researchers to engage with industry, governmental agencies, and other community organizations to form mutually-beneficial partnerships with the Faculty of Engineering’s larger communities of practice.</td>
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<td><strong>Objective 11</strong>: Advance the University of Alberta’s reputation for research excellence by pursuing fundamental and original questions and ideas, pushing the frontiers of knowledge, inspiring creative experimentation, driving innovation, and advancing society.</td>
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<td>The ERC program aims to encourage and champion the achievements of faculty members that demonstrate significant promise or excellence in the domain of collaborative research.</td>
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<td>Additionally, due to its focus on the development of deliverables of interest to our broader community, implementation of the ERC program is expected to enhance translational activity and entrepreneurship.</td>
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<td><strong>Objective 22</strong>: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university’s core mission and strategic goals.</td>
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<td></td>
<td>The ERC program will incentivize researchers to seek and secure financial support for research projects from industrial partners and other external organizations, in turn enhancing and facilitating the pursuit of strategic research goals and objectives of researchers, the Faculty of Engineering, and the University of Alberta more broadly.</td>
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<tr>
<td><strong>Prepared by:</strong> Simaan AbouRizk, Interim Dean of Engineering, <a href="mailto:abourizk@ualberta.ca">abourizk@ualberta.ca</a></td>
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Attachments (each to be numbered 1 - <>)

1. Engineering Research Chairs – Terms of Reference
Faculty of Engineering’s
Engineering Research Chairs

Proposal for the University of Alberta’s Industrial Research Engineering Chairs Program

August 10, 2022
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<td>Role of Departments</td>
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Rationale

The Natural Sciences and Engineering Research Council of Canada (NSERC)’s Industrial Research Chair (IRC) Program has provided a unique collaborative framework for developing long-standing relationships with industry that has resulted in “numerous mutually beneficial collaborations”\(^1\) between the Faculty of Engineering at the University of Alberta and various public and private sector organizations in Canada.

As of September 2, 2019, the IRC Program is no longer accepting new applications or renewals. The Faculty of Engineering at the University of Alberta had the largest number of IRCs of any other university in Canada.

Objective

In an effort to promote the creation of new and the maintenance of existing collaborative partnerships, the Faculty of Engineering is proposing the development of the Engineering Research Chairs (ERCs) Program.

This program aims to:

- Increase the retention of faculty within the Faculty of Engineering that are committed to engaging in large-scale collaborative research partnerships with private and/or public sector partners;
- Enhance the recruitment of outstanding scholars to the Faculty of Engineering; and
- Improve the quality, capacity, and relevance of the Faculty of Engineering’s research outputs to our communities of practice.

Description

The ERC Program is a competitive program with the objective of awarding ERCs to a limit of 20% of the Faculty of Engineering’s professoriate. The Faculty of Engineering will offer two types of ERCs:

Senior Engineering Research Chairs
Candidates for Senior ERC positions must be researchers of distinguished stature who have a demonstrated ability of engaging in and successfully managing innovative research and trainee development programs. Appointments are for an initial 5-year term, which may be renewed every 5 years.

Early Career Engineering Research Chairs
Candidates for Early Career ERC positions must be researchers in the early stage of their career (Assistant or Associate Professor level) who have demonstrated exceptional academic promise relative to their peers in their field. Appointments are for an initial 5-year term, which may be renewed once. An Early Career ERC may apply for a Senior ERC once they are eligible.
Program Implementation

ERC’s will provide the chairholder with support so they can mount a significant research program, including teaching release, laboratory space required to carry out the research program, an annual honorarium, a chair title, and other support as required.

Teaching Release
The amount of teaching release provided to an ERCs will be determined by the ERC Review Committee (ERC-RC). A teaching release plan, developed in coordination with the candidate’s Department Chair, must be approved by the ERC-RC. Teaching release may equate to a reduction in workload (as opposed to a reduction in course number) and may be split over multiple years.

Honorarium
Annual honorarium amounts will be determined by the Dean of Engineering and may be modified as needed. Chairholders are eligible to receive an ERC honorarium provided they do not concurrently hold a Canada Research Chair. ERCs must abide by the terms of any concurrently-held chairs.

See Sources of Honorariums and Concurrent Awards sections for details.

Chair Title
The title of the ERC should adhere to the following format and may contain the names of the industrial partner, if appropriate:

“[Partner A/Partner B] Engineering Research Chair in [Research Subject]”

The inclusion of partner organizations in the ERC title is at the discretion of the ERC-RC, who may solicit input from partner organizations. The name of the ERC type (i.e., Senior or Early Career) should not be included in the title.
Eligibility

To be eligible for an ERC, the candidate must demonstrate, to the ERC-RC’s satisfaction:

- The candidate’s excellence in scholarship (or its potential for early career researchers). Senior ERCs must maintain international recognition in their field, and Early Career ERCs must demonstrate considerable academic promise, and
- The candidate’s ability to successfully manage a significant and sustainable industrial research program.

Minimum Eligibility Criteria: Candidate

**NB:** Simply achieving the minimum eligibility criteria may not be sufficient to demonstrate the candidate’s excellence in scholarship and ability to successfully manage an industrial research chair program.

In this context, the following minimum eligibility criteria are recommended:

- A candidate must be a Tenured Full Professor (for a Senior ERC) or Tenured/Tenure-Track Associate and Assistant Professor (for an Early Career ERC), as specified in Table 1;
- A candidate must hold an NSERC *Discovery Grant* together with an *Alliance Grant* from NSERC’s Research Partnership Program (or an equivalent peer-reviewed competitive research grant(s) with industrial partners similar to the Alliance Grant program that is acceptable to the ERC-RC) that has been approved for funding within the previous 6 months\(^2\)^3; and
- A candidate must hold an Alliance Grant (or ERC-approved equivalent) that spans the duration of the Chair’s appointment (i.e., 5 years).

Minimum Eligibility Criteria: Grant

The Alliance Grant (or ERC-RC approved equivalent) must meet the following criteria:

- Total funding (from industry and NSERC over the indicated term) and grant duration must meet the criteria detailed in Table 1. The total funding is a minimum recommended amount and will be reviewed regularly by the ERC-RC;

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\(^2\) Candidates may submit applications for an ERC while an Alliance Grant (or ERC-RC approved equivalent) is under review at the applicable granting agency. If an ERC is awarded, the appointment will be made contingent on approval of the research grant by the granting agency and will begin only when the research grant commences at the Research Services Office.

\(^3\) During the first round of ERC submissions, Alliance Grants (or ERC-RC approved equivalents) that have been approved within the last 18 months will be accepted.
The total funding listed in Table 1 is the approved funding in the AG application;

A minimum of 70% of the budget in Table 1 must be devoted to the salaries of students and/or postdoctoral fellows; and

The candidate must be the principal investigator. While collaborators and co-applicants are permitted, the principal investigator must have a clear and demonstrable leadership role within the research grant.

**Table 1. Recommended minimum eligibility criteria for ERCs**

<table>
<thead>
<tr>
<th>Chair Type</th>
<th>Research Grant (Total Industry + Agency)</th>
<th>Appointment Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum ($)</td>
<td>Duration</td>
</tr>
<tr>
<td>Senior ERC</td>
<td>$2,250,000</td>
<td>5 years</td>
</tr>
<tr>
<td>Early Career ERC</td>
<td>$1,125,000</td>
<td>5 years</td>
</tr>
</tbody>
</table>
Selection Criteria

ERCs will be appointed and administered by the Dean of Engineering. Selection of ERCS will be competitive and will be evaluated on the basis of seven criteria:

1. **Excellence of the Candidate**
The reputation, experience, and accomplishments of the candidate must be evident. Successful applications for Senior ERCS must maintain international recognition in their field, and successful applications for Early Career ERCS must demonstrate considerable academic promise. Candidates must hold an exceptional publication and/or contribution (e.g., patents) record commensurate with their appointment level and must have a demonstrated ability to establish and maintain industrial partnerships.

2. **Merit of the Research Program**
The scientific merit, innovativeness, and feasibility of the proposal must be demonstrated. Successful applications will include a proposed research program that is highly original and that is likely to lead or contribute to notable advancements in the candidate's field of study. The rationale (i.e., existing knowledge gaps), objectives, and methodology of the research must be clearly defined and appropriate.

3. **Training Environment**
The quality, inclusivity, and industrial relevance of the training environment provided by the candidate must be demonstrated. Candidates must hold an exemplary trainee development record (commensurate with their appointment level), as evidenced, in part, by the transition of previous trainees to impactful positions within academia and industry and by their ability to attract, develop, and retain excellent trainees. The proposed training plan must be well-defined; must clearly describe specific actions that will be taken by the candidate to address challenges related to equity, diversity, and inclusion; and must include opportunities for trainees to interact with and learn from the supporting organization(s).

4. **Industrial Value and Impact**
The expected value of the proposed research to industry must be evident. The research proposal must clearly describe how the proposed research outcomes will provide value to the supporting organization(s) and the industry at-large. Plans for translating research outcomes to industry must be well-defined and feasible.

5. **Benefits to the University**
Anticipated long-term benefits to the university resulting from the research program must be demonstrated. Successful applications will detail how the candidate is expected to contribute to the expansion of the university's research capacity, forge new academic and industrial partnerships, and increase recognition of the university as a center of excellence in the candidate's field of study.

6. **Budget**
Appropriateness and feasibility of the budget must be evident. Each budget item must be clearly described and justified. Cash and in-kind contributions of supporting organizations must be well-
defined and must be sufficient to achieve the proposed objectives. A considerable portion of the budget must be allocated to the salaries of trainees.

7. Equity, Diversity, and Inclusion (EDI)
Contribution of the research program towards the University of Alberta’s mission of “cultivating a community that recognizes equity and diversity as fundamental to achieving inclusive excellence in learning, teaching, research, service, and community engagement” must be demonstrated. Challenges in the candidate’s field limiting the pursuit of this mission must be identified and described, and tangible practices aimed at overcoming these challenges must be detailed. The consideration of sex, gender, and diversity in the research design of the study must be explored, and means of mitigating the impact of differential effects of biased innovations on certain populations must be addressed.

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Application Procedure

Applications will be reviewed by the ERC-RC. Applications and letters of recommendation must be submitted:

- A minimum of one month prior to the ERC-RC’s semi-annual meeting in March and September (specific deadlines will be communicated to faculty members) and
- Within 6-months of the Alliance Grant (or ERC-approved equivalent) being approved\(^5\,^6\).

Required Application Documents

1. **Applicant Profile Form**
   Complete the Applicant Profile Form. Provide the name and type of ERC applied for and propose a title that adheres to ERC’s formatting.

   See *Program Implementation* for details.

   To the Applicant Profile Form, attach the following:
   
   - A summary of the applicant’s reputation, experience, and research competence and how these match the requirements of the ERC position. *(Maximum 1 single-spaced page)*
   
   - A teaching release plan developed in consultation with the applicant’s Department Chair. *(Maximum ½ single-spaced page)*
   
   - **For Existing IRCs (or Renewal Applications):** A summary of the impact that the Chairholder has had on the research capacity of the university; the Chairholder’s contributions to teaching, student supervision, services, and EDI while holding the position; and how the new knowledge created during the Chairholder’s previous term has translated into benefits for industry, the university, and Canada. *(Maximum 1 single-spaced page)*

2. **Alliance Grant**
   Attach a copy of the candidate’s full Alliance Grant application (or ERC-RC approved equivalent), including the candidate’s Form 100A, Form 101, and the Partner Organization Forms of all supporting organizations.

   **NB:** Do *not* include the Form 100A of co-applicants.

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\(^5\) Candidates may submit applications for an ERC while an Alliance Grant (or ERC-RC-approved equivalent) is under review at the applicable granting agency. If an ERC is awarded, the appointment will be made contingent on approval of the research grant by the granting agency and will begin only when the research grant commences at the Research Services Office.

\(^6\) During the first round of ERC submissions, Alliance Grants (or Dean of Engineering-approved equivalents) that have been approved within the last 18 months will be accepted.
3. Letters of Recommendation
Complete the Expert Referee Form. Provide the names and contact information of three expert referees and arrange for the referees to send their letters directly to the ERC-RC by the application deadline.

Experts must be:

- External to the University of Alberta and the sponsoring organizations, and a minimum of one letter must come from an expert outside of Canada;
- At arm’s length from the applicant; and
- Able to attest to the stature and scientific reputation of the applicant.

Detailed information on how to submit letters of recommendation will be communicated to faculty members.

4. ERC Plan
Submit a plan (supplementing the Alliance Grant application or approved equivalent) describing:

I. Anticipated long-term benefits to the university resulting from the proposed research program, including how the research program is expected to expand the university’s research capacity, forge new academic and industrial partnerships, and increase knowledge translation to industry. (Maximum 2 single-spaced pages)

II. Contributions to teaching, student supervision, and services while holding the position. (Maximum 2 single-spaced pages)

III. Expected contributions to EDI resulting from the appointment and/or implementation of the research program, including (and not limited to): promoting diverse research teams (i.e., trainees, co-investigators, and/or co-authors); establishing open, transparent, supportive, equitable, diverse, and inclusive training environments; partnering with organizations with demonstrable commitments to EDI practices; participating in training and mentorship programs that provide opportunities for trainees from traditionally underrepresented or other equity-deserving groups; engaging in community outreach programs; developing tangible practices or programs expected to enhance EDI at the university and/or within the broader community. (Maximum 2 single-spaced pages)

IV. Any other matters to be considered by the ERC-RC. (Optional; maximum 2 single-spaced pages)

5. Progress Report
For renewals and current IRCs only.

Candidates that are current IRCs or that are applying for a renewal of their ERC must submit an up-to-date progress report as part of their application.
Reporting

ERCs will submit progress reports after 24 and 48 months of any term, which will be reviewed by the ERC-RC. A progress report template will be provided to Chairholders.

For Chairholders intending to renew, an updated progress report must be submitted with the renewal application.

The progress report will include a description of the Chairholder’s:

- Research progress by comparing the proposed research deliverables (e.g., Proposal Section of Alliance Grant) with actual outcomes;
- Achieved benefits to the University of Alberta, with specific reference to those proposed in Section I of the ERC Plan;
- Contributions to teaching, student supervision, and services, with specific reference to those proposed in Section II of the ERC Plan; and
- Contributions to equity, diversity, and inclusion, with specific reference to those proposed in Section III of the ERC Plan.

Continued support is contingent upon favorable reviews of the progress of the ERC’s research program and the continuation of the research grant upon which the ERC was awarded.

Renewals

Applications for renewal of the ERC will be reviewed by the ERC-RC.

Renewal applications will include a(n):

- Up-to-date progress report;
- Complete set of Required Application Documents (detailed in Required Application Documents section); and
- Alliance Grant (or ERC-approved equivalent) subject to the criteria outlined in the Eligibility section.
Concurrent Awards

Tier 1 and Tier 2 Canada Research Chairs (CRC) should not normally hold an ERC. Exceptions may be made, but the honorarium in such cases will be drawn from the CRC only.

Other endowed chairs may concurrently hold an ERC with no impact to their honorarium, provided this adheres to the terms of the other concurrently-held research chairs.
Administration Particulars

Sources of Honorariums

1. The honorarium of the ERC is to be charged to:
   a. The industrial contributions of the collaborating organization;
   b. Engineering Endowments at the discretion of the Dean of Engineering; and/or
   c. The Canada Research Chairs program (i.e., the Faculty’s Operating Budget), should the candidate hold both titles, with any residual coming from Engineering Endowments to achieve the total honorarium.

Termination

2. The ERC will terminate if the:
   a. Alliance Grant (or ERC-RC-approved equivalent) upon which the ERC was appointed is terminated;
   b. ERC is no longer holding a position at the University of Alberta; or
   c. The ERC’s program does not progress according to the approved ERC Plan, as determined by the ERC-RC.

ERC Review Committee

3. The ERC Review Committee (ERC-RC) will:
   a. Prepare a set of Merit Indicators upon which the ERC candidates will be evaluated;
   b. Review and evaluate ERC applications, progress reports, and renewals and provide recommendations to the Dean of Engineering; and
   c. Routinely review and recommend changes to the Terms of Reference, Merit Indicators, and Progress Report Template of the ERC Program to the Dean of Engineering to ensure documents remain current and relevant over time. Should changes be required, the ERC-RC will communicate such changes to the Faculty of Engineering professoriate within 5 months of the application deadline.

4. The standing committee of the ERC-RC will be appointed by the Dean of Engineering and will consist of 6 members including:
   a. The Associate Dean (Research Strategy) as the ERC-RC Chair;
   b. Three faculty members from the Faculty of Engineering that currently hold or have previously held IRCs or CRCs (or equivalent), to be recommended by the ERC-RC Chair following consultation with the Executive Engineering Coordinating Committee (ECC -a subset of our Engineering Faculty Council);
c. An independent faculty member from any of the other two faculties in CNAS who currently holds or has previously held an IRC, CRC, or equivalent; and

d. An independent faculty member from an external institution who currently holds or has previously held an IRC, CRC, or equivalent. The faculty member must be at arm’s length from the candidates under consideration.

5. All standing committee members will complete the Bias in Peer Review module and the Online Status of Women Canada’s GBA+ Training Course.

6. Standing committee members should be diverse and include representation from traditionally underrepresented and other equity-deserving groups and from all four Departments within the Faculty of Engineering.

Role of Departments

1. Support may be provided to the Departments within the Faculty of Engineering to compensate for the teaching release provided to ERCs.

2. Department Chairs will:
   a. Be notified by the applicant of their intention to submit an application and
   b. Assist with the development of the applicant’s teaching release plan.
For approval by September 7, 2022 - eVote and tentative meeting cancellation notice

Kate Peters <peters3@ualberta.ca>  
Thu, Sep 1, 2022 at 9:35 AM

For the attention of GFC Academic Planning Committee (APC) Voting Members:

With the permission of the APC Chair, Dr Verna Yiu, I am writing to request an electronic vote of APC members to consider the approval of four proposals recommended by the GFC Programs Committee. APC is asked to recommend four termination proposals that have been suspended for the five-year teach out period. Information can be found on the University Governance website and you may also consult the programs committee final motions from June 23, 2022.

These proposals would typically be placed on the consent agenda for recommendation to GFC, however, because we are cancelling the tentative meeting and we hope to place them on the GFC agenda for September 21 for recommendation to the Board on October 17th, I am writing to request an electronic vote. You are asked to register your vote using this google form by September 7, 2022.

Please note that the GFC Meeting Procedural Rules set out conditions for electronic votes by committees in section 13.5. You may request that these items be debated at the next meeting of APC.

Please let me know if you have any questions about the items, or concerns about the eVote.

Thank you,
Kate

Kate Peters | Pronouns: She/Her/Elle
Secretary to General Faculties Council (GFC) and Manager, GFC Services

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T 780.492.4733 E kate.peters@ualberta.ca

L'Université de l'Alberta reconnaît respectueusement que nous sommes situés sur le territoire des traités 6, 7 et 8, terres traditionnelles des Premières Nations et des Métis.

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Kate Peters | Pronouns: She/Her/Elle
Secretary to General Faculties Council (GFC) and Manager, GFC Services

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L'Université de l'Alberta reconnaît respectueusement que nous sommes situés sur le territoire des traités 6, 7 et 8, terres traditionnelles des Premières Nations et des Métis.

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Dear members of GFC Academic Planning Committee,

The results of the September 7th eVote are now available on the University Governance website.

Thank you,

Kate

Kate Peters | Pronouns: She/Her/Elle
Secretary to General Faculties Council (GFC) and Manager, GFC Services

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