

# The Dr. W. F. James Chair of Studies in the Pure and Applied Sciences

## Terms of Reference

- 1) The objective of the Dr. W.F. James Chair of Studies in the Pure and Applied Sciences is the promotion of scholarly activity in the pure and applied sciences. This objective is achieved through three initiatives.
  - a. The James Visiting Chairs Program
  - b. The James Research Chairs Program
  - c. The James Research Equipment and Support Program
- 2) The Academic Vice-President and Provost shall inform the University Faculty of the funds available for the James Chair in any particular year.
- 3) Requests for funding from the Dr. W.F. James Chair of Studies in the Pure and Applied Sciences may originate from Departments or Programs in the Faculty of Science, or from individuals within the university who are able to demonstrate that their applications are in the area of pure or applied science.
- 4) A committee composed of the Academic Vice-President and Provost as Chair, the Dean of Arts, the Dean of Science, and four faculty members from the Faculty of Science appointed by the President, shall be established.
  - a. to rank the candidates in priority order for the Visiting Chairs Program,
  - b. to recommend individuals for the Research Chairs Program, and
  - c. to approve proposals for Research Equipment and Support as budget allows.Priority for funding shall be according to the order above.
- 5) **Visiting Chairs Program**
  - a. The appointee to the Dr. W.F. James Visiting Chair may be:
    - i. a generalist of stature in society at large and of mature reputation who would be looked upon primarily as a teacher and public lecturer; or
    - ii. a noted scholar who would be looked upon primarily as a public lecturer and researcher; or
    - iii. a very promising scholar who would be considered primarily as a researcher;
  - b. The appointment of individuals to the James Visiting Chair may be for any length of time to a maximum of one year. Letters of invitation and appointment shall be sent by the Academic Vice-President and Provost. A statement describing the financial support paid to the James Chair professor shall accompany the letter of appointment.

- c. The budget available for the James Visiting Chair program shall be \$50,000 per year and can be re-adjusted by the selection committee to meet the needs of the Visiting Scholars Program. This amount can be used to cover:
  - i. the salary and fringe benefits which are to be paid either directly to the appointee or to the permanent employer of the appointee (up to a maximum of \$1000 a week);
  - ii. reimbursement of a per diem for subsistence, receipted costs for accommodation, and any other receipted costs approved by the Selection Committee to facilitate the stay of the appointee. The sum of expenditures from (i) and (ii) shall not exceed \$1000 per week.
  - iii. relocation expenses (following University travel policies);
  - iv. other expenses incidental to the appointment which the James professor may require to carry out his/her duties and responsibilities specified in the letter of appointment (up to a maximum of \$2000).
- d. The James Visiting Chair professor must be prepared to give consideration to the following duties:
  - i. public general lectures, approximately three per year;
  - ii. more specialized lectures to the University community, approximately three per year;
  - iii. the teaching of university undergraduates to a maximum of one course or seminar;
  - iv. close interaction with faculty and senior students.
- e. Nominations to the James Visiting Chair may originate from hosting departments or from any member of the university community. In the latter case, the nominations must first be made to the Chair of the hosting department, and then proceed to the Committee. All nominations must be accompanied by a statement containing:
  - i. the reasons for the nominations
  - ii. the CV of the nominee
  - iii. a budgetary allowance and justification for the items mentioned in 2c.
- f. As some monies may also be made available to the sponsor for collateral expenses, justification for such incidental expenses shall be submitted by the sponsor with the application and the sponsor shall be responsible for the allocation of these funds.
- g. The selection of the candidate for the James Chair shall proceed according to the following sequence:
  - i. Departmental nominations are to be made in writing to the Academic Vice-President and Provost normally by October 1 in any given year;
  - ii. The selection committee shall seek the advice of external referees when it deems appropriate;
  - iii. Upon confirmation of the academic stature of the candidate the Academic Vice-President and Provost shall initiate negotiations with the candidate. If the first-ranked candidates are unable to accept the invitation, the selection process moves to the second ranked candidates depending on budget.

## 6) **Research Chairs Program**

- a. The purpose of the Dr. W.F. James Research Chair is to recognize and support tenured faculty at StFX doing cutting edge scholarship in the hosting departments by providing teaching release of up to 15 credit hours over the term of the appointment.
- b. To be eligible, the appointee must:
  - i. be a regular, full-time, tenured member of StFX faculty in one of the hosting departments;
  - ii. be a pre-eminent scholar and recognized internationally as an established or emerging leader in their field;
  - iii. illustrate how the partial release from teaching duties is expected to have a demonstrable positive impact on their scholarly productivity.
- c. Applications or nominations for the James Research Chair shall be made to the selection committee by October 1.
  - i. Applications should include a description of the program of research to be undertaken,
  - ii. a current Curriculum Vitae, and,
  - iii. a statement detailing the anticipated impact on scholarly productivity due to the teaching release.
- d. The term of appointments shall be 2 years.
- e. The number of James Research Chairs in any given year is a function of the budget available.
- f. External referees may be used to help the selection committee in their deliberations.
- g. The maximum budget available for the James Research Chair shall be \$80,000 per appointee, which is to be used to cover the salary and benefits associated with backfilling teaching release for the appointee. The Dean of Science shall be responsible for the disbursement of such funds associated with the backfill.
- h. The selection committee shall make a recommendation to the Academic Vice-President and Provost who shall make the appointment.
- i. The appointee will be known as the Dr. W.F. James Research Chair. Any publications or other products produced as a result of this program must clearly be acknowledged.
- j. The appointee is required to work with the Chair of their department and the Dean on the timing of the proposed teaching release.
- k. The appointee is required to give a public lecture to the University community during their appointment.

## 7) **Research Equipment and Support Program**

- a. Any remaining funds up to twenty-five percent of the income each year for the Dr. W.F. James Chair may be available for support of research that is intended to achieve the objective of the Chair.
- b. These expenditures have to be approved by the Selection Committee.
- c. Proposals for Research Equipment and Support can be submitted by any team of three or more faculty members who are appointed to at least two Departments, or by the Dean of Science to the selection committee by October 1.

- d. Any proposal must include how this research equipment and support funds will be used to enhance the research capacity of the Faculty of Science.
- 8) All decisions of the Selection committee are final.
- 9) The Dean of Science shall report on all expenditures approved by the selection committee to the Faculty of Science within six months of fiscal year end.
- 10) These terms and conditions are subject to review by the Senate at the request of the President or any member of the Senate.

Approved by Senate March 11, 1996  
Approved by Senate October 8, 1996  
Approved by Senate February 7, 2011  
Approved by Senate April 7, 2015