



ST. FRANCIS XAVIER
UNIVERSITY

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 four initiatives.
 - a. The James Visiting Chairs Program (October 1)
 - b. The James Student Research Conference Travel Support Program (October 1, February 1, and May 1)
 - c. The James Research Chairs & Scholars Program (October 1)
 - d. The James Research Equipment and Support Program (October 1)
2. Applications for funding from the James Chair Endowment for the Faculty of Science may originate from Departments or Programs in the Science Faculty, or from individuals within the university who are able to demonstrate that their applications are relevant to the Endowment's purpose. All applications must follow current University travel policies and procedures.
3. All applications must be submitted through relevant grant admissions software (e.g., ROMEO/EndpointQ portals) and must be accompanied by a clear indication of the category of the application. Please consult the categories below for attachment instructions.
4. Applications will be made using the relevant University grant admissions software (e.g., ROMEO/EndpointQ) through the Research Services Group and the Office of the Associate Vice President Research, Graduate and Professional Studies (AVPRGPS). Application instructions will be circulated by email from the Research Services Group prior to each application deadline. The Research Services Group and the AVPRGPS's Office are not responsible for verifying that applications are complete; the applicant is solely responsible for submitting a completed application according to these terms. The adjudication Committee will meet to consider applications three (3) times a year, on October 1, February 1, and May 1. **If one of these dates falls on a weekend or holiday, the deadline will be the next business day.**
5. The amount available to spend per year will be based on the university statement of investment policies and procedures. The revenue available each year will be based on the statement of investment policy and procedures, normally 4% of the 3-year rolling average of the endowment. The AVPRGPS will check annually with the Director of Development to assess the available funds for each academic year and communicate the amount with the Committee Members prior to the first meeting of the Committee. The



AVPRGS shall inform the University Faculty of the funds available for the James Chair in any particular year.

6. A committee composed of the AVPRGPS 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 approve student research conference funding proposals
- c. to recommend individuals for the Research Chairs & Scholars Program, and
- d. to approve proposals for Research Equipment and Support as budget allows.

Priority for funding shall be according to the order above.

7. 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 Visiting Chair professor shall accompany the letter of appointment. The annual budget available for the James Visiting Chair program shall normally be \$50,000 per year and can be re-adjusted by the selection committee to meet the needs of the Visiting Chairs Program. This amount can be used to cover: 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);
 - i. 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.
 - ii. relocation expenses (following University travel policies);



- iii. 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).
- c. The James Visiting Chair professor must be prepared to give consideration to the following duties:
 - i. public general lectures, approximately one per term, depending on the length of appointment; more specialized lectures to the University community;
 - ii. the teaching of university undergraduates to a maximum of one course or seminar;
 - iii. close interaction with faculty and senior students.
- d. 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.
- e. 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.
- f. The selection of the candidate for the Visiting James Chair shall proceed according to the following sequence:
 - i. Departmental nominations are to be made in writing to the AVPRGS 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 AVPRGS 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.

8. Student Research Conference Travel Support Program

- a. The purpose of the Dr. W.F. James Student Research Conference Travel Support Program is to provide students undertaking research in the pure and applied sciences to travel outside of the university and present their research findings at national or international conferences. Such activity



increases the profile of StFX through these student ambassadors and provides students with an exceptional experience to develop research presentation skills.

- b. The Selection Committee will accept and evaluate proposals for the funding of travel, accommodation, subsistence and registration expenses for national or international conferences at which students will present their research work or results. Priority will be given to students who are actively involved (e.g. presenting a paper or a poster, chairing a session, giving a talk), rather than simply attending the conferences and colloquia.
- c. The committee approved the disbursement of up to \$10,000 annually, subject to the availability of funds, from the **James Chair Endowment fund** to the **Office of the Dean of Science** for the next three years. These funds will be used exclusively to support students, faculty mentors and Division Chairs (or their equivalent) attending the **Annual Science Atlantic Conference**. To ensure that the funds are used in accordance with the Terms of Reference, the Dean of Science will submit a detailed budget report to the James Chair Endowment Committee each year outlining how the funds were allocated and spent.

Science Atlantic connects STEM disciplines including Aquaculture & Fisheries, Biology, Chemistry, Computer Science, Earth Science, Environmental Science, Mathematics & Statistics, Nutrition & Foods, Physics & Astronomy and Psychology, to support and create opportunities for students, researchers, and other members of the science community in Atlantic Canada by organizing student conferences, Lecture Tours & Awards, Mentorship & Networking. **Note** that Psychology is one of the Divisions but falls solely under Faculty of Arts at StFX and is not being included in this request for funding. **See Appendix: Rationale for request for Funds to support students and Faculty mentors to attend Science Atlantic Conference, Division Chairs to attend Science Atlantic Annual Members Meetings and APES+ Conferences.**

- d. Proposals should include a description of the event, the type of planned research participation, and a budget detailing the funds requested. Applications submitted by a faculty member on behalf of a group of students attending the same conference should list the names of individual StFX students participating. Applications to this program must be submitted while the students are registered at StFX and the conference must occur within 12 months of the student's last day as a registered student. A maximum of \$7500/year from the James Chair funding will be allocated to this program. Individual students will be funded up to a maximum of \$1900. Applications for this category may be received by October 1, February 1 and May 1 each year.



8. James Research Chairs and Scholars Program

- a. The purpose of the Dr. W.F. James Research Chair and Scholars Program is to recognize and support tenured and tenure-track faculty at StFX who are doing cutting edge research, alongside their teaching and service efforts, by providing teaching release over the term of the appointment, as follows:
 - i. Tenure-track faculty members (at the time of application) can receive up to 4.5 credits (one 3 course credit + lab) for a period of one year: note: newly appointed faculty members are not able to apply in the first two years of their probationary appointment. These positions will be referred to as the James Scholar.
 - ii. Tenured faculty members at the Associate Professor level (at the time of application) can receive up to 9 credits (two 3 course credit + labs or three 3 credit courses) over a period of two academic years. This position will be referred to as James Chair.
 - iii. Tenured faculty members at the Professor level (at the time of application) can receive up to 9 credits (two 3 course credit + labs or three 3 credit courses) over a period of two academic years. This position will be referred to as James Chair.
- b. James Research Chairs and Scholars are primarily meant to support StFX faculty members who have not recently benefited from research-related teaching release. Priority will be given to those faculty researchers who have not recently held research awards that support teaching release. To be eligible, the appointee must:
 - i. be a regular, full-time, tenured or tenure-track member of StFX faculty in one of the hosting departments;
 - ii. be a pre-eminent scholar and recognized internationally as an established researcher (Professor James Chair), an emerging research leader in their field (Associate Professor James Chair), or an early career researcher with demonstrated potential for research success (James Scholar).
 - iii. confirm that they will not concurrently hold another research award that provides teaching release during the period of the Chair or Scholar award.
- c. Applications or nominations for the James Research Chairs and Scholars Program 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 number of James Research Chairs and Scholars in any given year is a function of the budget available.
- e. Reapplications: For previous holders of the James Chair or Scholar award, there must be a 2-year period between the end of the previous award and the start of a new award.
- f. External referees may be used to help the selection committee in their deliberations.
- g. The maximum budget available for the James Research Chair and Scholar awards shall normally cover the 6 and 9 credit teaching release of the Chair and Scholar, which is to be used to cover the salary and benefits associated with backfilling teaching release for the appointee(s).

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 AAVPRGS who shall make the appointment.
- i. The appointee(s) will be known as the Dr. W.F. James Research Chair or Scholar. Any publications or other products produced as a result of this program must clearly be acknowledged.
- j. The appointee(s) is/are required to work with the Chair of their department and the Dean on the timing of the proposed teaching release.
- k. The appointee(s) is/are required to give a public lecture to the University community during their appointment.

9. Research Equipment and Support Program

- a. Any remaining funds, normally up to twenty-five percent of the income each year for the Dr. W.F. James Chair, may be available for support of research equipment that is intended to achieve the objectives 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 two or more faculty members who are appointed to at least two Programs, 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.

10. All decisions of the Selection Committee are final



11. 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.

12. 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
Approved by Senate May 15, 2018
Approved by Senate February 5, 2019
Approved by Senate April 8, 2021
Approved by Senate, September 18, 2026



Appendix:

Request for Funds from The Dr. W. F. James Chair of Studies in the Pure and Applied Sciences Endowment to Support Students and Faculty Mentors to attend Science Atlantic Conferences and Competitions, Division Chairs to Attend Science Atlantic Annual Members Meetings, and APES+ Conferences

Background

In 1962 a unique partnership between the various science groups located throughout the Atlantic provinces began. Initially known as APICS (the Atlantic Provinces Inter-University Committee on the Sciences), the mission of the organization has remained consistent over time: to advance post-secondary science education and research in Atlantic Canada by:

- providing opportunities that foster and enrich students;
- supporting and inspiring researchers, educators, and the broader scientific community;
- using our collective voice to address important regional science issues.

Today the organization formerly known as APICS is now called Science Atlantic which better reflects the broad mission of the organization. Science Atlantic is the only pan-provincial, cross disciplinary, post-secondary science network in Canada. The organization's several discipline-specific and topic-based (referred to as division) committees provide the opportunity for students, scientists and educators to connect with their colleagues from across the region, participate in online discussions, learn about local research, connect with potential new research partners.

The crowning achievement of Science Atlantic was the development and support of annual discipline specific student conferences where students can present the results of their research in a friendly, inviting and safe environment, giving them the opportunity to hone their soft (but critical) skills in presenting and defending their research. Further, these conferences provide an opportunity for students to be exposed to research that may not be present in their home institution showing them a greater breadth of what is out there.

The Division Committees of Science Atlantic are listed below. Note that Psychology is one of the Divisions but falls solely under Faculty of Arts at StFX and is not being included in this request for funding.

- Applied Aquatic Sciences (BAAS) Conferences
- Biology (BAAS) Conferences
- Chemistry (ChemCon) Conferences
- Computer Science (MSCS) Conferences
- Earth Science (AUGC) Conferences
- Environment (SAEC) Conferences
- Mathematics & Statistics (MSCS) Conferences
- Nutrition and Foods Division
- Physics & Astronomy (AUPAC) Conferences

While not part of Science Atlantic, the Atlantic Provinces Exercise Scientists (APES) in the region represent a disciplinary group very much like the disciplinary groups of Science Atlantic. APES organizes an annual APES+ Conference. This conference is designed to achieve similar goals as the disciplinary conferences of Science Atlantic. Here the focus is on Exercise Scientists and Socioculturalists (the + in APES+) and provides a platform for students to showcase their research and engage with peers

from Atlantic Canada. Participants present their Kinesiology-related research, fostering collaboration and networking within the academic community.

Support for Students and Faculty Mentors Attending Annual Science Atlantic Division Conferences



The operating budget for the Faculty of Science does not currently have a consistent and dedicated source of funds to support students and the faculty mentors in attending Science Atlantic Division Conferences. Past practice has been a support up to \$1,000 per member departments of Science Atlantic and the Department of Human Kinetics to attend APES+. This level of support has never been sufficient. This results in an inefficient and sometimes time-consuming practice of departments identifying other resources of funding including:

- Departments' budgets which are already insufficient, and should be used on costs associated with the delivery of their program
- Research grants of faculty members which are very limited, and are not universal across divisions and faculty
- Fundraising: At least one department has done some fundraising to support students going to Science Atlantic Conferences.

Support for Division Chairs to Attend Science Atlantic Annual Members Meeting and other Meetings

The operating budget for the Faculty of Science does not currently have a consistent and dedicated source of funds to support Division Chairs in attending Science Atlantic Division Conferences, nor the Annual Members meeting (similar for APES). There are currently three faculty members at StFX who are Division Chairs. These Chairs are expected to attend the Science Atlantic Annual Members Meeting. Again, despite the support StFX pledges for Science Atlantic, there is no dedicated budget to support Division Chairs' travel to Science Atlantic meetings.

Request

Subject to sufficient availability of funds in the James Chair Endowment Fund, the office of the Dean of Science requests for the disbursement of (up to) \$10,000 per year for the next three years from the revenue generated from the James Chair Endowment Fund. These funds will only be used to support students, faculty mentors and Division Chairs (or equivalent) in the list of activities described in this proposal. A detailed budgetary report will be submitted each year to the James Chair Endowment Committee to ensure that the funds have been used in accordance with this request.

Respectfully submitted,

Joe Apaloo, PhD
Dean of Science

