

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
 - b. The James Student Research Conference Travel Support Program
 - c. The James Research Chairs Program
 - d. 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 (or designate) 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 Program, and
 - d. 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 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 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) 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.
- c. 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 \$1500. Applications for this category may be received by October 1, February 1 and May 1 each year.

7) 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 will not be considered 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 two-year period. These positions 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 two-year period. These positions will be referred to as James Chair.
- b. James Research Chairs 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

- 10) 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.
- 11) 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
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