

Research and Innovation Chairs

Institutional Oversight and Workload Scheduling

This document will be uploaded and reside in each Research and Innovation Chair cost centre.

Intent

The intent of this document is to provide clarity around Research and Innovation Chair workloads to ensure they are attributed to the correct cost centres for internal statistical and accounting purposes as well as external reporting requirements. This document provides guidelines on workload expectations, how workload should be recorded, and how PD funds are managed.

Background

A faculty member holding a Research or Innovation Chair term appointment supported in whole or in part by non-VIU funding is subject to special internal and external guidelines and expectations. (See also the VIUFA Letter of Understanding at <https://employees.viu.ca/human-resources/research-chairs> .)

Research and Innovation Chairs are expected to contribute to the overall intellectual life of the University's scholarly activities with an emphasis, where appropriate, on interdisciplinary work and engagement with students (e.g. engage faculty and students in inquiry, enhance teaching and learning, advance disciplinary knowledge, and encourage interdisciplinary interaction among faculty and students).

The Research or Innovation Chair is administratively responsible to the Associate Vice-President, Scholarship, Research and Creative Activity (AVPSRCA), but reports directly to their Dean with respect to day-to-day research and teaching responsibilities. Research and Innovation Chairs will normally be assigned an annual instructional workload of two courses (.25 FTE), with at least one of the courses in their home Department. The remaining .75 FTE is dedicated to research workload. Since Research and Innovation Chairs are not teaching a maximum teaching load and have dedicated time for scholarly endeavours, upper level release will not apply. Instructional workload expectations should be discussed with the Dean prior to finalizing, and any exceptions to the two courses should be communicated to the AVPSRCA (such exceptions could include: course equivalency for student supervision, setting up a research lab, etc.).

Research and Innovation Chairs, as faculty members, are eligible for institutional PD funds through their home Faculty/Department. Chairs are also entitled to additional operating funds provided either internally by the institution, externally (Canada Research Chairs), or through Endowment proceeds (BC Regional Innovation Chairs).

Canada Research Chairs

For **Canada Research Chairs**, the cost of the .75 FTE research workload will be covered 100% by external grant funds, with the institution (SRCA) covering the salary and fringe costs exceeding \$75K. The .25 FTE instructional workload (whether a Chair is currently teaching or not) will be covered 100% by the Faculty/Department upon commencement in the position.

The Faculty/Department will be responsible for scheduling the chair's instructional workload in SAWS. The instructional workload (.25 FTE) will be coded to the applicable Department cost centre(s) and updated as required each term. Research workloads will be coded to the applicable cost centre at .75 FTE and remain consistent throughout the term of the Chair.

BC Regional Innovation Chairs

For both **BC Regional Innovation Chairs** (Tourism and Sustainable Rural Development and Aboriginal Early Childhood Development) funded with Endowment proceeds, the cost of the .75 FTE research workload will be charged to the Chair's cost centre and covered quarterly by drawdowns from Endowment revenue. The .25 FTE instructional workload (whether a Chair is currently teaching or not) will be covered by the Faculty/Department.

Salary costs of the Research Chair are covered 100% by Endowment revenue; therefore, an annual transfer (fiscal year-end) will be required to reimburse the Faculty/Department for the salary costs of the Research Chair's instructional workload. This will ensure accuracy of the financial data for the courses taught by the Research Chair and allow for the Faculty to receive the full student FTE credit. Deans and SRCA will be notified as these transfers take place.

The Faculty/Department will be responsible for scheduling the Chair's instructional workload in SAWS. The instructional workload (.25 FTE) will be coded to the applicable Department cost centre and updated as required each term. Research workloads will be coded to the applicable Research and Innovation Chair's cost centre at .75 FTE and remain consistent throughout the term of the Chair.

General Instructions

For all Research and Innovation Chairs, a dedicated cost centre is assigned within the range administered by the Scholarship, Research, and Creative Activity Office to enable institutional oversight and reporting; however, the Dean and their respective support personnel will be identified as signatories on that cost centre.

In summary, and in order to comply with related institutional guidelines, the following will apply:

Cost Centres:

1. A separate cost centre will be assigned for each Research and Innovation Chair where there is an external or Endowment funding source and will reside in the SRCA range.
2. The cost centre containing the external funding (or Endowment revenue) is where the Research and Innovation Chair's .75 FTE research workload will reside. The cost centre will be assigned and opened by SRCA to allow for institutional oversight and reporting to outside agencies on behalf of the institution. The Dean and appropriate Faculty personnel will have access to the cost centre for its day-to-day management.

3. Close adherence to external guidelines governing eligibility of expenses must be followed by the Chair and Faculty personnel. The Dean is expected to have a working knowledge of these guidelines to ensure they are considered before authorizing an expense to the Chair's account.
4. The Research and Innovation Chair's .25 FTE instructional workload will be assigned, upon commencement in the position, to a Faculty/Department cost centre.

Appointments:

5. All Research and Innovation Chair appointments will be the responsibility of the Faculty (following the initial appointment prepared by HR with the guidance of SRCA), so both the instructional and research workloads are to be administered following the guidelines related to cost centres contained in this document.
6. If any situations arise where the .75 FTE research workload requires modification, either temporarily or on an ongoing basis, prior consultation with SRCA is required.
7. The Research and Innovation Chair .25 FTE instructional workload may be undertaken in a single term to avoid scheduling conflicts (e.g. where vacation during the June to August period is not possible due to field activities and other absences which necessitate vacation being scheduled during the Fall or Spring instructional period).
8. Where Research and Innovation Chairs are scheduled for an overload, directed studies course, or prior learning assessment, separate appointments will be generated by the appropriate Dean's office and paid from a Departmental cost centre as reflected in SAWS.

SAWS:

9. All instructional workload (.25 FTE) scheduling in SAWS for Research and Innovation Chairs will be coded to the Faculty/Department cost centre. The .75 FTE research workload will also be entered in SAWS by the Dean's office but coded to the Research and Innovation Chair's cost centre.

Transfers:

10. On an annual basis (fiscal year-end) transfers will be initiated by the Director of Finance, Accounting Services to recover the cost of the .25 FTE instructional workload for BC Regional Innovation Chairs (paid by the Faculty/Department), exclusive of Item #8 above, from the Research Chair's cost centre.
11. Where the automated PD posting incorrectly charges the Research and Innovation Chair cost centre, due to the research workload in the appointment rather than the Faculty account where the instructional workload resides, an off-setting transfer will be initiated. SRCA will monitor for these charges and request Finance initiate a correction.

In the event an arrangement is made for a Research and Innovation Chair to instruct in another Faculty, the above principles will apply and the Dean and support personnel in the other Faculty will be given signing authority to the Research and Innovation Chair cost centre to enable the research workload scheduling in SAWS.

For questions of interpretation on these guidelines, please contact the Research Services Manager, at 250-740-6196.