ADVISORY COMMITTEE FOR DISTINGUISHED SFU PROFESSOR SELECTION

TERMS OF REFERENCE

The role of the Advisory Committee is to provide input, advice, and guidance to the Vice-President, Academic (VPA) and Vice-President, Research and International (VPRI) or delegate, in the adjudication of Distinguished Professorships.

MANDATE

The mandate of the Advisory Committee is informed by SFU’s commitment to equity, diversity, and inclusion:

Simon Fraser University is an institution whose strength is based on our shared commitments to diversity, equity and inclusion. Diversity is an underlying principle of our Strategic Vision, which pledges SFU to “foster a culture of inclusion and mutual respect, celebrating the diversity reflected among its students, faculty staff and our community.” SFU is committed to ensuring its campuses are welcoming places for everyone to gather and learn and that all who work or study here feel a sense of belonging, inclusion, fairness and mutual respect. Consistent with this principle, SFU will advance the interests of Indigenous peoples, persons with disabilities, racialized persons and women, and embrace gender and sexual diversity, in all facets of the University community.

The Advisory Committee is established with approval of the VPA and VPRI and is mandated to:

- Follow policy and procedures outlined in Policy A32.03.
- Call for nominations to be sent out by January 30th annually.
- Review nominations submitted for Distinguished SFU Professorship.
- Bring forward recommendations based on criteria outlined in Policy A32.03 (see below) to VPA and VPRI by May 15th of each year for review.
- To ensure the Distinguished SFU Professorship initiative is accountable to SFU’s equity and diversity objectives.

SFU’s Equity and Diversity Objectives. SFU’s Equity, Diversity, and Inclusion Initiative is expected to release a final report in the coming months. Upon the release of the final report, this document will be revisited to ensure the terms of reference for this Advisory Committee are in alignment with SFU’s Equity and Diversity Objectives. In the meantime, the following strategies are offered in furtherance of fulfilling SFU’s commitment to equity, diversity, and inclusion:

1. Diverse Committee Membership. By including members from each of the Faculties and Schools, the Advisory Committee will reflect the disciplinary diversity of SFU. It is also critical the membership of the Advisory Committee reflects the diversity of the researchers it represents; a matrix tool is being developed as a means for assessing the diversity of the Advisory Committee.

2. EDI Awareness, Data Collection, & Monitoring. To ensure the Advisory Committee appreciates the diverse experiences and scholarship of nominees and that recipients of Distinguished SFU Professorships represent the diverse voices of the SFU community, the Committee will:
   - participate in implicit bias training;
   - develop clear selection criteria prior to vetting of nominations that applies consistently to all nominees;
   - document reasons for every decision, negative or positive;
monitor the pool of nominees and awardees, and course correct when necessary to address any potential emerging biases throughout the process.

3. **EDI Support.** To ensure the efforts of the Advisory Committee are accountable to SFU’s Equity, Diversity, and Inclusion objectives, the Equity in Research Lead will provide support to the Chair and Advisory Committee. The Equity in Research Lead can:
   a. support data collection on and monitoring of the nominee and awardee pool;
   b. support the Advisory Committee to ensure career interruptions do not unduly influence assessments of performance and accomplishments;
   c. develop nominee ranking matrices based on Advisory Committee’s assessment of criteria and ranking; and
   d. provide opportunities for implicit bias training.

**MEMBERSHIP**

The Advisory Committee shall consist of a minimum of eight members and a recommended maximum of twelve members. Members should have a demonstrated record of participation on peer review committees, such as having served on a Tri-Agency panel. The committee of peers will strive to make consensus based recommendations to the VPA and VPRI.

Members may not be eligible for a Distinguished SFU Professorship themselves. Appointments to the committee are made by the VPA and VPRI based on nominations by faculty Deans. In order to ensure disciplinary diversity, at least one member should be appointed from each faculty:

- VPA and/or VPRI or designate (Chair)
- Beedie School of Business
- Faculty of Applied Sciences
- Faculty of Arts and Social Sciences
- Faculty of Communication and Technology
- Faculty of Education
- Faculty of Environment
- Faculty of Health Sciences
- Faculty of Science

The length of appointment for members of the Advisory Committee begins September 1 for three years, ending on August 31. Members may be re-appointed for one additional three-year term. Member appointment needs to be staggered to ensure continuity of the Advisory Committee.

**COMMUNICATIONS**

Members communicate through meetings and SFU Vault for meeting agendas, minutes, and supporting documents. Results for successful nominations will be communicated out from the VPA and VPRI offices.

The current list of Advisory Committee members and successful Distinguished SFU Professors will be announced through SFU communications channels and will be profiled online.

**MEETINGS**

The Advisory Committee will meet annually to consider all complete nominations submitted, and will make a recommendation to the VPA and VPRI in respect of which nominees, if any, should receive the Distinguished SFU Professor Designation.
Format for the Advisory Committee meetings will be as follows:

**Frequency:** Annual meeting (early January) to review procedures and evaluate success of program meeting EDI requirements – with additional meetings during review time. The Office of the Vice-President, Research will retain records that document the Committee’s activities.

**Length:** 2 hours

**Suggested Schedule:**
- 2nd week of January: Review procedures, evaluate EDI requirements, prepare for January 30th call.
- May 16th: Bias training, review data collection on nominees, establish/review selection criteria, review nominations, create shortlists.
- June 1st: Review shortlist, outline positive and negative decisions, review diversity of nominees, forward successful nominees to VPA and VPRI for final adjudication.

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1 The VPA and VPRI office will provide administrative support in scheduling Committee meetings.