

The Institute for Education Research@UHN Member Review Policy

This document outlines the membership review policy for The Institute for Education Research@UHN for the following member categories:

- Affiliate Scientist
- Education Investigator 1
- Education Investigator 2
- Academy Scholar
- Academy Research Trainee

Scientists are reviewed by a separate committee, the Scientist Appointment Confirmation and Review Committee. Scientist Review is outlined in the companion document TIER Scientist Review Policy.

Annual Activity Reports

Appointments to TIER are contingent on satisfactory performance as evidenced by the Annual Activity Report. These reports document the list of activities undertaken during the preceding calendar year and should include a list of relevant grants, publications, invitations received, meetings attended, courses taught and any other academic or scholarly activity undertaken.

Annual Review

Annual Activity Reports for all members will be submitted to TIER in April of each year.

Theme Leads and The Institute for Education Research@UHN Directors will review the annual activity report plus the goals and objectives for the previous year. Mutually agreed upon goals and objectives will be set for the following year.

Membership Review Process

a. Affiliate Scientist

The Appointments Committee will review Affiliate Scientists every three (3) years. The criteria for renewal will include evidence of research productivity commensurate with the employment role of the affiliate member and evidence for significant interaction with other members of the Institution.

The Affiliate Scientist will be asked to provide:

1. **Annual Activity Reports.** Please provide annual activity reports for the past three years.

2. **An up-to-date CV.** This should include separate sections with peer-reviewed publications, funding (approved and applied), trainee supervision, collaborations, awards, invitations (meetings and seminars) and patents from the last three years.
3. **Research Plan.** Please provide a brief report (not to exceed 2 pages, single spaced) describing your research progress during the last three years, your current projects, and your future plans. This letter should highlight your contributions to TIER.
4. **Letter of Support.** Please provide a Letter of Support from the member's Dean or Chair.
Letter Requirements:
 - A confirmation of the candidate's appointment requirements
 - Commitment to cover the Affiliate Scientist's resources for the reappointment term (3 years)

The Appointments Committee will review the application and recommend one of the following:

- i. that the candidate pass and be granted another 3-year term
- ii. that the candidate be re-appointed to another category at TIER
- iii. that the candidate's membership at TIER be terminated

b. Education Investigator 1

The Appointments Committee will review Education Investigator 1's every three (3) years. The criteria for renewal will include evidence of research productivity commensurate with the employment role of the member and evidence for significant interaction with other members of the Institution.

The Education Investigator 1 will be asked to provide:

1. **Annual Activity Reports.** Please provide annual activity reports for the past three years.
2. **Letter of Support.** Please provide a Letter of Support from your Dean or Chair or equivalent. Letter Requirements:
 - A confirmation of the candidate's appointment requirements

c. Education Investigator 2

The Appointments Committee will review Education Investigator appointments every three (3) years. The criteria for renewal will include evidence of research productivity commensurate with the employment role of the member and evidence of significant interaction with other members of the Institute.

The Education Investigator 2 will be asked to provide:

1. **Annual Activity Reports.** Please provide annual activity reports for the past three years.
2. **An up-to-date CV.** This should include separate sections with peer-reviewed publications, funding (approved and applied), trainee supervision, collaborations, awards, invitations (meetings and seminars) and patents from the last three years.
3. **Research Plan.** Please provide a brief report (not to exceed 2 pages, single spaced) describing your research progress during the last three years, your current projects, and your future plans. This letter should highlight your contributions to TIER.
4. **Letter of Support.** Please provide a Letter of Support from your Dean or Chair or equivalent. Letter Requirements:
 - A confirmation of the candidate's appointment requirements
 - Commitment to cover the Education Investigator 2's resources for the reappointment term (3 years), including provision of adequate time for research

The Appointments Committee will review the application and recommend one of the following:

- i. that the candidate pass and be granted another 3-year term
- ii. that the candidate be re-appointed to another category at TIER
- iii. that the candidate's membership at TIER be terminated

d. Academy Scholar

The Appointments Committee will review Academy Scholars every three (3) years. The criteria for renewal will include evidence of engagement in research capacity building activities as described in the member's Annual Activity Reviews for that period.

The Academy Scholar will be asked to provide:

1. **Annual Activity Reports.** Please provide annual activity for the past three years.
2. **Letter of Support.** Please provide a Letter of Support from your Dean or Chair or equivalent. Letter Requirements:
 - A justification of the candidate's appointment requirements

The Appointments Committee will review the application and recommend one of the following:

- i. that the candidate pass and be granted another 3-year term

- ii. that the candidate be re-appointed to another category at TIER
- iii. that the candidate's membership at TIER be terminated

e. Academy Research Trainee

The Appointments Committee will review Academy Scholars every two (2) years until the end of their program. The criteria for renewal will include evidence of engagement in research capacity building activities as described in the member's Annual Activity Reports for that period.

The Academy Research Trainee will be asked to provide:

1. **Annual Activity Reports.** Please provide annual activity reports for the past two years.

The Appointments Committee will review the application and recommend one of the following:

- i. that the candidate pass and be granted another 2-year term
- ii. that the candidate be re-appointed to another category at TIER
- iii. that the candidate's membership at TIER be terminated