Canada Research Chairs Recruitment and Nomination Support Procedure

This procedure can be found in appendix J of the EDI Action Plan.

The text below complies with accessibility standards. A graphic representation follows.

1. VPRI notifies President of CRC vacancy
2. President authorizes VPRI to establish a search committee
3. VPRI establishes a search committee pursuant to Article 12, including
   - VPRI (Chair)
   - Provost (or delegate)
   - Dean of Graduate Studies (or delegate)
   - University Professor
   - Faculty Member holding a Junior Research Chair (or equivalent)
   - Equity/Procedures Assessor

   *Women and Men must be represented *EE/PA may request additional representation from members of designated group(s) if candidate(s) are members of designated group(s)

4. Committee members provide proof of unconscious bias training and recent employment equity training
5. Committee drafts job advertisement and establishes pre and post interview grids
6. CRC Program approves job advertisement
7. VPRI submits FORM1 job advertisement and grids. Approver: Dean Budgets, Provost, PCEE
8. FORM1 approved, job advertisement and grids deemed to be equitable and approved to be used for the purpose of recruitment of CRCs
9. Job advertisement posted: faculty recruitment, VPRI website and additional outlets chosen by committee and Deans for diversity of applicants
10. Job advertisement sent to CRRC secretariat
11. Job advertisement closes and is removed. Job advertisement is removed after a minimum of 30 days and is then archived publicly on the VPRI website
12. Applications sent to committee. VPRI sends eligible candidates' applications to search committee. Ineligible candidates' applications and rational for ineligibility sent to committee
13. Shortlisting of Candidates. Search committee reviews applications, completes pre-interview grids and creates a shortlist of candidates
14. VPRI submits FORM2. Completed pre-interview grids placed in FORM2 and approved by EE/PA, Dean, PCEE
15. FORM2 approved. Shortlist of Candidates is approved and advanced to the interview stage
16. Recruitment process proceeds to interview stage
17. Shortlisted candidates invited to campus to:
    a. Give presentation

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b. Interview with search committee

c. Meet with University Faculty and Students

d. Tour city and region

*Accommodating Candidate visits: the recording secretary arranges reimbursement for travel, hotel stay and parking, accessibility needs, and dietary accommodations.

18. Candidate gives presentation
    a. Candidate is given 30 minutes before the presentation to prepare
    b. Candidate has 90 minutes to present and answer questions
    c. Presentation is public and recorded
19. Candidate interviews
    a. Search Committee Interview with Candidate for 90 Minutes:
    b. 60 Minutes used for Interview
    c. 30 Minutes In-Camera Committee Discussion
20. Equity Assessor/Procedures Assessor introduces themselves to candidate and explains their purpose during the recruitment process
21. Candidate meetings
    a. VPRI
    b. Provost
    c. Dean
    d. Dept. Head
    e. Dept. Faculty
22. Candidate luncheon/dinner
    a. Candidate has Luncheon/Dinner with:
        i. Search Committee, Dean, and Dept. Head
        ii. Graduate Students and Postdoctoral Fellows
23. Search committee ranks candidates
    a. Search committee meets for 90 minutes and post-interview grids and additional comments are collected.
    b. candidates are ranked
24. Candidate(s) selected
    a. After discussing candidates, the committee decides if the search has been successful and which candidate(s) should receive the position.
    b. Dean consulted
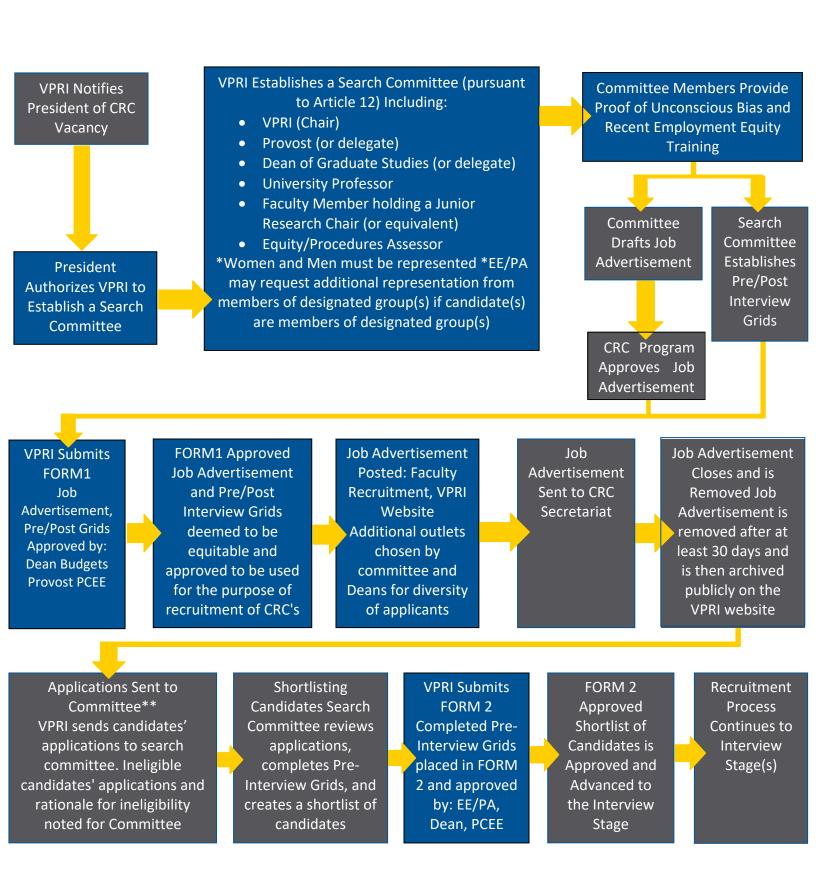   c. Decision made with consideration of Positive Obligation

*Positive Obligation: When a candidate is a member of an under-represented group and is in the pool of candidates acceptable for recommendation, and is approximately equal to the other acceptable

candidates, then the candidate from the under-represented group(s) shall be recommended. When determining approximately equal candidates, consider each committee member's scores for each candidate, rather than the total group average for each candidate.

25. AAU Approves candidate appointment. External candidates must be approved by the AAU pursuant to University Bylaw 20
26. VPRI Submits FORM 3. Completed post-interview grids placed in FORM 3 and approved by: EE/PA, Department Head, Dean, Provost Budgets, PCEE
27. Recruitment process continues to Nomination support procedure
28. Candidate Notified of Nomination to CRC Program. Copied in Notification:
    a. Executive Director,
    b. ORIS Faculty Dean
    c. Faculty Dept.
    d. Head Research Coord., ORIS
29. ORIS Provides Candidate with Application Procedure Including:
    a. Memorandum regarding CRC Nomination Submission Information CRC Nomination Attachment Instructions
    b. CRC CV Attachment Instructions Institutional document
    c. Guidelines and Best Practices for Referees
    d. CRC Standard Budget Information
    e. Strategic Research Implementation Plan
    f. Internal ORIS Information Sheet and Checklist Form (required for all funding applications)
30. Research Facilitator uses candidate's PIN to create Nominee Profile in CRC Portal
31. The Nominee completes the Nomination Form Through the CRC portal
32. The Nominee provides list of Referees to ORIS Research Facilitator
33. ORIS Research Facilitator contacts each Referee, requesting their letter of support of the Nominee
34. The Nominee submits drafts of the required institutional document and cv for review and editing by ORIS Research Facilitator
35. ORIS Research Facilitator reviews the Nomination Form via CRC portal to ensure accuracy
36. Nominee submits final copies of Institutional Document and CV to CRC portal
37. ORIS Research Coordinator validates and submits to Secretariat via CRC portal

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VPRI Notifies President of CRC Vacancy

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President Authorizes VPRI to Establish a Search Committee

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VPRI Establishes a Search Committee (pursuant to Article 12) Including:
- VPRI (Chair)
- Provost (or delegate)
- Dean of Graduate Studies (or delegate)
- University Professor
- Faculty Member holding a Junior Research Chair (or equivalent)
- Equity/Procedures Assessor

*Women and Men must be represented *EE/PA may request additional representation from members of designated group(s) if candidate(s) are members of designated group(s)

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Committee Members Provide Proof of Unconscious Bias and Recent Employment Equity Training

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Committee Drafts Job Advertisement | **Search Committee Establishes Pre/Post Interview Grids**

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CRC Program Approves Job Advertisement

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VPRI Submits FORM1 Job Advertisement, Pre/Post Grids Approved by: Dean Budgets Provost PCEE

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FORM1 Approved Job Advertisement and Pre/Post Interview Grids deemed to be equitable and approved to be used for the purpose of recruitment of CRC's

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Job Advertisement Posted: Faculty Recruitment, VPRI Website Additional outlets chosen by committee and Deans for diversity of applicants

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Job Advertisement Sent to CRC Secretariat

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Job Advertisement Closes and is Removed Job Advertisement is removed after at least 30 days and is then archived publicly on the VPRI website

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Applications Sent to Committee VPRI sends candidates' applications to search committee. Ineligible candidates' applications and rationale for ineligibility noted for Committee

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Shortlisting Candidates Search Committee reviews applications, completes Pre-Interview Grids, and creates a shortlist of candidates

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VPRI Submits FORM 2 Completed Pre-Interview Grids placed in FORM 2 and approved by: EE/PA, Dean, PCEE

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FORM 2 Approved Shortlist of Candidates is Approved and Advanced to the Interview Stage

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Recruitment Process Continues to Interview Stage(s)

Shortlisted Candidates Invited to Campus
Candidates invited to:
- Give presentation
- Interview with search committee
- Meet with University Faculty and Students
- Tour city and region

Accommodating Candidate Visits
Recording Secretary arranges:
- Reimbursement for travel
- Hotel stay and parking
- Accessibility and dietary accommodations

Candidates Give Presentation
- Candidate is given 30 minutes before the presentation to prepare
- Candidate has 90 minutes to present and answer questions
- Presentation is public and recorded

Candidates Interview
Search Committee Interview with Candidate for 90 Minutes:
- 60 Minutes used for Interview
- 30 Minutes In-Camera Committee Discussion

Equity Assessor/Procedures
Assessor EE/PA Introduces themselves to Candidates and Explains their Purpose During the Recruitment Process

Candidate Meetings
Candidates Meet with:
- VPRI
- Provost
- Dean
- Dept. Head
- Dept. Faculty

Candidate Luncheon/Dinner
Candidate has Luncheon/Dinner with:
- Search Committee, Dean, and Dept. Head
- Graduate Students and Postdoctoral Fellows

Search Committee Ranks Candidates
- Search Committee Meets for 90 Minutes and Post-Interview Grids and Additional Comments are Collected.
- Candidates are Ranked

Candidate(s) Selected
- After Discussing Candidates, the Committee Decides if the Search has been Successful and which Candidate(s) should receive the Position.
- Dean Consulted
- Decision Made with Consideration of Positive Obligation

Positive Obligation
When a candidate is a member of an under-represented group and is in the pool of candidates acceptable for recommendation, and is approximately equal to the other acceptable candidates, then the candidate from the under-represented group(s) shall be recommended. When determining approximately equal candidates, consider each committee member's scores for each candidate, rather than the total group average for each candidate.

AAU Approves Candidate Appointment
External candidates must be approved by the AAU pursuant to University Bylaw 20

VPRI Submits FORM 3 Completed Post-Interview Grids placed in FORM 3 and approved by: EE/PA, Department Head, Dean, Provost Budgets, PCEE,

Recruitment Process Continues to Nomination Support Procedure

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Candidate Notified of Nomination to CRC Program, copied in Notification:

1. Executive Director, ORIS
2. ORIS Faculty Dean
3. Faculty Dept.
4. Dept. Head
5. Research Facilitator, ORIS

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ORIS Provides Candidate with Application Procedure Including:

- Memorandum regarding

CRC Nomination Submission Information CRC Nomination Attachment Instructions

- CRC CV Attachment Instructions Institutional document
- Guidelines and Best Practices for Referees
- CRC Standard Budget Information
- Strategic Research Implementation Plan
- Internal ORIS Information Sheet and Checklist Form (required for all funding applications)

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Research Facilitator Uses Candidate's Pin to Create Nominee Profile in CRC Portal

The Nominee completes the Nomination Form Through the CRC portal

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The Nominee Provides List of Referees to ORIS Research Facilitator

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ORIS Research Facilitator contacts each Referee, requesting their letter of support of the Nominee

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The Nominee Submits Drafts of the Required Institutional Document and CV for Review and Editing by ORIS Research Facilitator

ORIS Research Facilitator reviews Nomination Form via CRC portal to ensure accuracy

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Nominee submits final copies of Institutional Document and CV to CRC portal

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ORIS Research Facilitator validates and submits to Secretariat via CRC portal

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