



University of Windsor Canada Research Chairs Recruitment and Nomination Standard Operating Procedure (SOP)

April 2024

As per Appendix J in the [Canada Research Chair - EDI Action Plan](#) this procedure has been formulated to support the Canada Research Chairs Program and the recruitment and nomination of candidates. The purpose of this SOP purpose is to offer comprehensive guidance for the CRC recruitment and nomination process that align with the guidelines as required by the Canada Research Chair Program (CRCP).

The SOP is structured into the subsequent segments:

1. Institutional Accountability
2. Allocation of Chair Positions
3. CRC Recruitment Process
4. Job Posting Guidelines
5. Nomination Committee
6. University of Windsor Recruitment and Nomination Process

Section 1: Institutional Accountability

When selecting candidates to fill a CRC allocation at the University of Windsor, a paramount consideration is to fulfill and maintain our existing equity and diversity targets. These targets specifically address the representation of women and gender minorities, persons with disabilities, indigenous peoples, and racialized individuals. These requirements are applicable whether the recruitment process pertains to internal candidates or external applicants seeking the role of a Canada Research Chair.

In line with our ongoing commitment to equity, diversity, and inclusion, the University of Windsor has embraced and adopted chairholder representation targets that are slated to be realized by December 2029. We are pleased to affirm that our endeavors are well underway, as we continue to make substantive strides toward these objectives.

Section 2: Allocation of Chairs

The responsibility of overseeing CRCs allocation rests with the Vice-President Research and Innovation (VPRI) and the Executive Director of Research and Innovation. Collaboratively, in consultation with Deans from each Faculty across campus, the decision regarding the University's allocation of CRCs is made. Allocation decisions are made with principles of equity, diversity and inclusion as a top priority.

Section 3: CRC Recruitment Process

It is imperative that the recruitment of new tenure-track or tenured faculty members adheres to both CRC guidelines, [available here](#), the University of Windsor EDI guidelines, [accessed here](#), the

University of Windsor Canada Research Chairs Recruitment and Nomination Standard Operating Procedure (SOP)

April 2024

University of Windsor Canada Research Chair Equity, Diversity & Inclusion Action plan, [accessed here](#), and the WUFA collective agreement, [accessed here](#). Job postings will be publicized for a duration of at least 30 days. It is required that nominations be forwarded to Tri-Agency Institutional Program Secretariat (TIPS) promptly upon the day they are posted, or ideally in advance, if feasible.

To ensure that the University of Windsor abides by all TIPS requirements, all recruitment materials will:

- Make clear that 2 Chairs are not exclusive to candidates who are, at the time of nomination, no more than 10 years from having earned their highest degree.
 - Where breaks in the candidate's research career exist due to maternity or parental leave, extended sick leave, clinical training, family care, etc., the Tier 2 justification process may be used to review a candidate's eligibility.
 - Job postings must acknowledge the option available to potential applicants who are more than 10 years from having earned their highest degree and/or where applicable exceptional circumstances are present, to have their eligibility reviewed through the Tier 2 justification process.
- Separate the specific eligibility criteria required by the institution from that required by the Canada Research Chairs Program (as outlined on the Canada Research Chairs website).
 - For example, while universities may require that applicants hold a PhD for a given position, this is not a program requirement (i.e., some chairs may hold other terminal degrees, or a combination of degrees, that render them eligible for the program). Statements such as "In accordance with the regulations set out for Tier 2 Canada Research Chairs, the candidate will hold a PhD (obtained within the last 10 years)" must not be used.

Section 4: Job Posting Guidelines

As indicated by CRCP the following [job posting guidelines](#) must be met:

The institution must:

- Publicly advertise all chair positions on its public accountability web page for a minimum of 30 days prior to the closing of the competition (this applies to all new nominations, even those only open to existing faculty). All postings must be archived and publicly available for a minimum of three years from the date they are posted;
- On the same day they are posted online, email information@chairs-chaieres.gc.ca the links to all job postings that advertise chair positions. The program will actively monitor all job postings to ensure that they meet the requirements outlined below; and

University of Windsor Canada Research Chairs Recruitment and Nomination Standard Operating Procedure (SOP)

April 2024

- In keeping with transparency, advertise a job posting no more than two years prior to the nomination being put forward to TIPS.

A CRC job posting must:

- Clearly state the date on which it has been posted online;
- Clearly state the position is for a Canada Research Chair, and identify the field of research and tier level (Tier 1 or Tier 2);
- For a Tier 2 Chair, specifically refer to the program's [Tier 2 justification process](#), and not use language that is misleading or exclusionary regarding eligibility of a Tier 2 Chair (see [Chair Position Postings for Tier 2 Chairs](#));
- Clearly state whether the institution requires the chair to have a PhD, and stipulate that this is a requirement of the institution and not the program;
- Include a statement that recognizes that life circumstances such as illness, disability, family and community responsibilities (e.g., maternity leave, parental leave, leaves due to illness, leaves due to caring for family members, or slowdowns due to chronic illness or disability) are expected to have an impact on a candidate's record of research achievement, and that these impacts will be taken into careful consideration during the assessment process;
- Encourage women and gender minorities, persons with disabilities, Indigenous Peoples and racialized individuals to apply;
- Include the institution's statement of commitment to equity, diversity and inclusion;
- Include a statement on the institution's accommodation policies and provide the contact information of someone who can support requests for accommodations (e.g., to accommodate candidates with hearing impairments or mobility restrictions, who are neurodiverse, etc.); and
- Use inclusive, unbiased, ungendered language focused only on the qualifications and skills necessary for the job.

Section 5: Nomination Committee

The CRC selection committee will follow these guidelines;

- The committee must feature representation from at least one of the designated groups, meeting the baseline requirement. Encouragement is extended for achieving greater diversity within the committee.
- The committee shall incorporate an equity advisor who can be a faculty or staff member possessing proven expertise and training in Equity, Diversity, and Inclusion (EDI). This equity advisor's engagement spans all stages of recruitment and nomination. The equity advisor ensures that the recruitment and nomination process adheres to equitable and transparent principles, drawing upon a solid understanding of CRCP EDI requirements and

University of Windsor Canada Research Chairs Recruitment and Nomination Standard Operating Procedure (SOP)

April 2024

pertinent University policies. Their duties encompass promoting an expansive and inclusive search process and assisting the committee in addressing unconscious biases. The equity advisor will have the responsibility of identifying instances of perceived bias and raising concerns, as well as highlighting procedural matters to the selection committee chair.

- The composition of a CRC Search Committee is set out in the [WUFA Collective Agreement, section 12.10 section \(a\) \(i\)](#):
 - The creation of research chairs by the University shall be subject to the agreement of Senate. Such chairs may be open to either internal or external candidates or both. Appointments to such chairs shall be made following a process determined by the President. Appointments shall be made by the President on the recommendation(s) of a committee appointed by the President composed of the Vice-President, Research and Innovation (Chair), the Provost, the Dean of Graduate Studies, a University Professor, a faculty member holding a junior Canada Research Chair or equivalent, and an employment equity and procedures assessor. At minimum two (2) genders shall be represented on this committee. All appointments of external candidates shall be subject to the agreement of the relevant AAU(s).
 - The appointment of committee members may be delegated at the direction of the Vice-President of Research and Innovation and the Provost and Vice-President Academic.
- Per [Article 12](#) of the [WUFA Agreement](#), the Vice President of Research and Innovation (VPRI) will initiate the formation of a Search Committee, which will be comprised of the following members:
 - VPRI (Chair) (or delegate)
 - Provost (or delegate)
 - Dean of Graduate Studies (or delegate)
 - University Professor
 - Faculty Member holding a Junior Research Chair (or equivalent)
 - Equity/Procedures Assessor
- All participants involved in nominating a CRC candidate are required to complete the unconscious bias training module provided by the CRCP. Additionally, committee members must have completed University of Windsor Employment Equity Training within the 3 years preceding a search. If committee members do not have current Employment Equity Training, new sessions will be scheduled to ensure all committee members have been trained appropriately. Furthermore, all committee members are encouraged to engage in EDI educational opportunities and resources offered by the University.
- Committee members will affirm their completion of unconscious bias training and their impartiality in assessing candidates. Instances of conflicts of interest, potentially affecting

University of Windsor Canada Research Chairs Recruitment and Nomination Standard Operating Procedure (SOP)

April 2024

the objective evaluation of candidates, include when a committee member:

- Shares a close personal relationship or kinship with the applicant.
- Stands to gain or lose financially or materially from the nominee's funding.
- Has historical scientific or personal disagreements with the applicant.
- Has collaborated, published, or shared funding with the applicant within the past six years, or plans to do so shortly.
- Has served as a supervisor or trainee of the applicant within the past six years.
- Feels incapable of providing an unbiased review due to any reason.

Section 6: University of Windsor Recruitment and Nomination Process

Step 1: CRC Vacancy Identified

- When a CRC vacancy is identified, the VPRI will inform the president about the vacancy.
- The President and Executive Leadership Team will identify the strategic deployment of CRC vacant positions.
- Consultation with the Faculty and respective Dean(s) will be coordinated by the VPRI.
- The President will authorize the CRC deployment in order to initiate a recruitment and search process.

Step 2: VPRI establishes a Search Committee

- After receiving authorization from the President to initiate the search, the VPRI will assemble a Search Committee following the guidelines outlined in Article 12 of the WUFA collective agreement and the CRCP guidelines.

Step 3: Job Advertisement

- The Faculty and Department seeking to fill a CRC chair will create a preliminary job advertisement with the support of the Office of Research and Innovation Services (ORIS).
- This advertisement will undergo review and revision by the CRC Research Facilitator in ORIS to ensure alignment with TIPS guidelines and the CRC EDI Action Plan.
- Once the job advertisement is refined according to the guidelines, it will be submitted to TIPS for approval.
- The final job advertisement is reviewed the President's Committee for Employment Equity (PCEE) to ensure alignment with institutional employment equity requirements.

Step 4: FORM1 Job Advertisement and Grid

- The VPRI will submit a FORM1 containing the job advertisement and evaluation grids for approval.
- The specified individuals who must provide approval include:

University of Windsor Canada Research Chairs Recruitment and Nomination Standard Operating Procedure (SOP)

April 2024

- Dean of Budgets
- Provost
- Presidential Commission on Employment Equity (PCEE)
- The FORM1 must be approved, the job advertisement and grids must be deemed to be equitable and approved to be used for the purpose of recruitment of CRCs.

Step 5: Approved Job Advertisement

- Following approval from PCEE, the Provost's Office will post the final job advertisement on the Faculty Recruitment website.
- The Job Advertisement must be disseminated through the following channels:
 - Faculty Recruitment
 - VPRI website
 - Additional platforms selected by the committee and Deans to ensure a diverse pool of applicants.
- ORIS and the Provost Office will coordinate to post the job advertisement across multiple job boards, to ensure broad dissemination of the opportunity
- A database of venues to post job advertisements to equity groups has been developed in conjunction with the Office of Human Rights, Equity and Accessibility.
- The approved job advertisement and link will be forwarded to TIPS on the day the posting is advertised.

Step 6: Pre- and Post Interview Evaluation

- The Committee will create both pre- and post-interview evaluation grids to ensure a fair and unbiased assessment of applicants.
- The pre- and post-interview evaluation grids will be provided to PCEE for review and approval prior to the Search Committee receiving any applications for the open CRC position.

Step 7: Job Advertisement Closed

- After a minimum of 30 days job postings, the advertisement will be closed and removed from all platforms.
- Following removal, it will be publicly archived on the VPRI website in accordance with TIPS requirements.

Step 8: Applications sent to CRC Research Facilitator

- Applications are directed to the CRC Research Facilitator, who will conduct an initial screening of candidates to distinguish between eligible and ineligible candidates. The pre-

University of Windsor Canada Research Chairs Recruitment and Nomination Standard Operating Procedure (SOP)

April 2024

screening is subsequently forwarded to the VPRI (or the Chair designate) for assessment.

- The VPRI (or Chair designate) will thoroughly assess the applications, distinguishing between eligible and ineligible candidates. For those deemed ineligible, the VPRI (or Chair designate) will compile a rationale to be reviewed by the committee.
- All applications will be distributed to the CRC Search Committee for their review and further short-listing.

Step 9: Shortlist Candidates

- The search committee will receive the applications for evaluation.
- Using the rationale and feedback supplied by the VPRI (or Chair designate), the committee will complete pre-interview evaluation grids and identify short-listed candidates to be considered for interviews, based on their assessments.
- All completed pre-interview grids will be forwarded to the CRC Research Facilitator to be compiled and anonymized for the Search Committee to identify candidates for interviews
- The CRC Research Facilitator will distribute the compiled and anonymized scoring to the Search Committee, who will identify the short-listed candidates to be interviewed.

Step 10: FORM2

- The VPRI (or Chair designate) will finalize the pre-interview grid within FORM2 and present it for approval by the following individuals:
 - Employment Equity/ Procedure Assessor (EE/PA)
 - Dean
 - Presidential Commission on Employment Equity (PCEE)

Step 11: Interview Stage

- Once FORM2 and the list of shortlisted candidates obtains approval, the committee can proceed to the subsequent interview phase.
- Candidates on the shortlist will be extended invitations to visit the campus, and the ensuing procedures will unfold:
- Equity Assessor
 - The Equity Assessor/Procedures Assessor will introduce themselves to the candidate and provide an explanation of their role in the recruitment process.
- Candidate Presentation
 - The candidate is allotted 30 minutes for preparation before their presentation.
 - The candidate will have a total of 90 minutes for the presentation and question-

University of Windsor Canada Research Chairs Recruitment and Nomination Standard Operating Procedure (SOP)

April 2024

answer session.

- The presentation will be conducted in a public forum and recorded.
- All recorded presentations will be shared with the campus community.

- Candidate Interview
 - The Search Committee will conduct a 90-minute interview with the candidate.
 - 60 minutes will be dedicated to the interview itself.
 - After the interview, there will be a 30-minute in-camera committee discussion.

- Candidate Meetings
 - The Candidate will be scheduled to meet with the following people;
 - VPRI
 - Provost
 - Department Dean
 - Department Head
 - Department Faculty

- Candidate Lunch and Dinner
 - The candidate will have lunch and Dinner with the following people;
 - VPRI
 - Executive Director, Research and Innovation
 - Search Committee
 - Department Dean
 - Department Head

- Candidate meets University Faculty and Students
 - The candidate will have time set to meet with the following people;
 - Graduate and Undergraduate Students
 - Postdoctoral Fellows
 - Faculty

- Candidate Tour
 - The candidate will be given a tour of both the campus and the city.

- Candidate Reimbursement and Travel Plans
 - The recording secretary is responsible for coordinating reimbursement for travel, hotel accommodation, parking, accessibility requirements, and confirming dietary preferences.

Step 12: Rank and Discuss Candidates – Post Interview

- Prior to the meeting, the committee members will complete and submit their post-interview evaluation grids to the CRC Research Facilitator who will compile all scores and anonymize the results.
- The Search Committee will convene for a 90-minute session to collectively rank the candidates.
- Following candidate discussions, the committee will determine the success of the search and identify the preferred candidate(s) for the position.
- The Dean's input will be sought during this process.
- Throughout the decision-making process, the concept of 'Positive Obligation' will be considered:
 - Positive Obligation: If a candidate belongs to an equity group, is deemed acceptable for recommendation, and is approximately on par with other acceptable candidates, the candidate from the equity group(s) shall be recommended. In evaluating comparable candidates, individual committee members' scores for each candidate should be taken into account, rather than the overall group average for each candidate.
- The [mid-point attestation form](#) must be completed and submitted to information@chairs-chaire.gc.ca before a final decision on the nominated candidate is reached and an offer extended. The Mid-Point Attestation Form must be completed and signed by the VPRI.

Step 13: Necessary Approvals

- The candidate appointment will require approval from the AAU before an offer can be extended. External candidates must receive AAU approval in accordance with University Bylaw 20.
- The VPRI Office will complete and submit FORM3, which will include the finalized post-interview evaluation grids. This FORM3 will be reviewed and approved by the following:
 - Employment Equity/Procedures Assessors (EE/ PA)
 - Department Head
 - Department Dean
 - Provost Budget Committee
 - Presidential Commission on Employment Equity (PCEE)

Step 14: Notification of Successful Candidate

- The chosen candidate is informed of the successful search results.
- The Dean will enter negotiations with the successful candidate to confirm the details of the appointment.

University of Windsor Canada Research Chairs Recruitment and Nomination Standard Operating Procedure (SOP)

April 2024

- Once the offer of employment has been confirmed, a letter of offer will be prepared by the Provost Office and forwarded to the successful candidate for their review and acceptance.
- Upon acceptance of the offer from the University of Windsor, the following individuals will be notified:
 - Executive Director Research and Innovation
 - Department Dean
 - Department Head
 - VPRI
 - ORIS

Step 15: Coordinate with the Successful Candidate to begin the CRC Nomination

- ORIS and the CRC Research Facilitator will contact the candidate to provide information relating to the application procedure, which shall encompass:
 - Memorandum regarding CRC Nomination Submission Information
 - CRC Nomination Attachment Instructions
 - CRC CV Attachment Instructions Institutional document
 - Guidelines and Best Practices for Referees and will request the names of 3-5 potential external referees to support the CRC nomination.
 - CRC Standard Budget Information
 - University of Windsor Strategic Research Plan
 - Information on ERSO to support the necessary approvals once the CRC nomination has been completed and submitted.
- The CRC Research Facilitator will create candidate Nominee Profile within the Convergence Portal.
- The candidate will receive an invitation from Convergence and will begin the development of the CRC nomination.

Step 16: Successful Nominee Responsibilities

- The Nominee proceeds to complete the nomination requirements as required on the Convergence portal.
- The Nominee provides a list of External Referees to the ORIS CRC Research Facilitator.
- The Nominee submits draft versions of the necessary institutional documents, including:
 - Quality of Nominee (maximum 1 page)
 - Description of Proposed Research program (maximum 6 pages)
 - Quality of the Institutional Environment, Institutional Commitment, and fit of Proposed Chair with Institution's Strategic Research Plan (maximum 6 pages)
 - Environmental Impact Assessment (Fill out on convergence portal if it applies)
 - CV (according to TIPS guidelines)

University of Windsor Canada Research Chairs Recruitment and Nomination Standard Operating Procedure (SOP)

April 2024

- It is highly recommended that these documents be generated in Word and reviewed intermittently through the nomination development process with the CRC Research Facilitator.

Step 17: CRC Research Facilitator Responsibilities

- For all new CRC nominations, upload the job posting or transparency statement, along with the Mid-Point Attestation form that has led to the current nomination.
- The CRC Research Facilitator reaches out to each Referee, providing the directions on how to submit their letter of support for the nominee through the Convergence portal.
- The CRC Research Facilitator will review and edit all documents provided by the Nominee.
- The CRC Research Facilitator will request that the respective Research Coordinator in ORIS also conduct a review of the CRC nomination.
- The CRC Research Facilitator will provide the Executive Director Research and Innovation with a penultimate draft of all nomination documents for final review. Any edits or comments will be further reviewed by the nominee and the CRC Research Facilitator.

Step 18: Final Submission of Nomination

- The CRC Research Facilitator conducts a thorough review of all documents in the Convergence portal to ensure completeness.
- The Research Facilitator will upload the final documents onto the Convergence portal.
- The CRC Research Facilitator verifies and formally submits the nomination via the Convergence portal.
- The CRC Research Facilitator will notify the Nominee of the successful submission of the nomination and will provide them with a complete copy of the nomination.
- The CRC Research Facilitator will work with the nominee to prepare the necessary ERSO record and internal approvals of the nomination.