

Canada Research Chair Program Action Plan

Preamble:

Trent University is committed to creating opportunities for all community members to develop and flourish as individuals and global citizens (Trent's Vision Statement, 2010). This commitment extends to Trent University's participation in the Canada Research Chairs Program (CRCP). Following their 15-year evaluation, the CRCP Secretariat has implemented an Equity, Diversity and Inclusion Action Plan to respond to the recommendations. Institutions are required to implement these plans by December 15, 2017, with full implementation being reached by December 2019. This document constitutes Trent University's Equity, Diversity and Inclusion Action Plan for the CRCP. Trent's Institutional Equity, Diversity, and Inclusion Action Plan will guide our efforts in sustaining the participation of and/or addressing the underrepresentation of individuals from the Federally Designated Groups (FDGs) amount our chair allocations. Specifically, the plan will address identified gaps of underrepresentation from the four designated groups – Indigenous Peoples, women, peoples with disabilities, and members of visible minorities – in our equity and diversity targets.

1.0 Commitment Statement

Trent University affirms its commitment to establishing equal opportunities of employment. The University will strive to create an environment that is free of discrimination. The University's goal is to achieve and maintain a representative workforce through the full participation of groups, which are found to be under-represented, especially women, persons with disabilities, visible minorities, and aboriginal peoples. The University will seek to identify and remove discriminatory barriers in employment areas including recruitment, hiring, training and promotion practices. Where necessary, the University will develop proactive employment equity measures with the concurrence of the Ontario Human Rights Commission, the bargaining units, and the Ministry of Advanced Education and Skills Development.

Trent University extends its employment equity commitment to the recruitment, nomination, hiring and retention of Canada Research Chairs and endeavors to achieve and support a diverse representation of accomplished and promising Chair holders.

2.0 Governance and Administration of the Equity Plan

2.1 Governance

As per Trent University's Standard Operating Procedure for the Allocation of Canada Research Chairs, the President/Vice President Executive Committee is responsible for the approval of the Institutional Equity, Diversity and Inclusion Action Plan. The Vice President Research and Innovation, in consultation with the University Equity Officer and the Department of Human Resources, is responsible for developing the Institutional Equity, Diversity and Inclusion Action Plan. The Research Policy Committee will review the plan prior to seeking the approval of the President/Vice President Executive Committee.

The Institutional Equity, Diversity and Inclusion Action Plan will guide the annual CRC Strategic Planning Document, which is presented to the President/Vice President Executive Committee each fall. In addition, the annual report on the progress made in meeting Trent University's equity, diversity and inclusion objectives will be included as part of the CRC Strategic Planning Document (due October 31st each year).

Upon review of the CRC Strategic Planning Document, the President/Vice President Executive Committee will evaluate the Institutional Equity, Diversity and Inclusion Action plan and make recommendations for allocations of vacant Chair positions.

2.2 Administration

All recruitment, governance, and employment-related matters at Trent University must be in compliance with all policies and procedures established at the University, in addition to the Collective Agreement between Trent University and the Trent University Faculty Association (TUFA).

3.0 Equity, Diversity and Inclusion Objectives and Measurements Strategies

3.1 Setting Targets for the Four Designated Groups (FDGs)

Due to the fact that Trent University's Target numbers are less than five, they must be withheld to protect the privacy of the chair holders. CRC program statistics and equity target data can be found on the [CRCP webpage](#).

3.2 Employment Systems Review

The Employment Systems Review for Chairs was conducted with the active engagement of Human Resources, the Deans Office, the Trent University Faculty Association, the Human Rights Office, Joint Committee, and the Office of Research. The review resulted in a formal Letter of Understanding with the Trent University Faculty Association to guide best practices in the nomination, hiring and appointment of Chairs. The principles of Equity, Diversity and Inclusion are reflected in the Letter of Understanding including open, transparent and accessible processes.

Institutional barriers, such as the availability of members of the FDG's to participate in recruitment process were identified. Regional barriers such as location demographics were identified as potentially having adverse impacts on the recruitment and retention of individuals from the FDGs.

3.3 Comparative Review

To date, Trent University has appointed 20 new Chairs and completed 12 renewals of existing Chairs. A comparative review of all Chairs at Trent University was undertaken by the Office of Research in collaboration with the Deans Office. The review looked at hiring salary, level of support received for the program of research, release time, allocation of space, administrative support, access to additional sources of funding and support.

The review determined that all Chairs were consistently appointed to the faculty salary grid as per the terms of the [Trent University Faculty Association Collective Agreement, Appendix T](#). The review also determined that the grid is consistently applied when recruiting faculty already employed as tenure track faculty at Trent and to those newly recruited to Trent University. Parity and merit are applied consistently across the salary levels of Chairs.

A previous review of the early years of the Canada Research Chairs Program (prior to 2008) indicated that there was slight variation in the levels of support received for programs of research based on faculty discipline and benchmarks. Trent University subsequently implemented a standard level of

support to Tier II Chairs in the Social Sciences and Humanities and Tier II Chairs in the Natural Sciences. All Tier I Chairs receive the same level of support.

The review determined that all Chairs were allocated appropriate research space including laboratories. All Chairs had access to infrastructure support through the Canada Foundation for Innovation

The review determined that there were no discrepancies in the following:

- Relocation Expenses;
- Parity and Merit Increases;
- Protected time for Research (half normal teaching load);
- Administrative Service Loads;
- Professional Expenses Fund Allowances;
- Access to the Teaching Assistance Fund;
- Grant support and Administration via the Office of Research and Innovation;
- Support from the Office of Advancement; and
- Assistance with the Recruitment of Research Personnel and Students.

Established policies and procedures to administer the Canada Research Chair Program at Trent University have ensured that no discrepancies exist amongst established Chairs. Going forward, the Office of Research and Innovation will continue to review and monitor Chairholder's annual reports and any concerns and discrepancies will be brought forward to the President/Vice-Presidents committee (PVP).

3.4 Environmental Scan

Periodically, Trent University undertakes an Environmental Scan of the University. The scan aims to create a demographic profile of the University's student and employee population, to ensure that the University receives full participation of all groups, with a particular focus on groups that are typically found to be under-represented. The Centre for Human Rights, Equity, and Accessibility conducted the last environmental scan at Trent University, the results of which began available in 2016-17. This scan surveyed 1805 members of the University (students, staff, and faculty) and determined that the initiatives implemented by the University are attracting members of the FDGs to Trent University. The details of this survey can be found on the [Trent University webpage](#). It is expected that the next environmental scan undertaken will continue to show that the University is effective in meeting its equity, diversity and inclusion objectives.

4.0 Management of the Canada Research Chair Program at the University

Trent University views the Canada Research Chairs program as four phases: **allocation**, **recruitment**, **nomination**, and **retention**. Utilizing available tools, Trent University will develop and maintain an equitable, diverse and inclusive environment and community of learners. Trent University will carefully collect and monitor the indicators listed in the Equity, Diversity and Inclusion Action Plan and respond in appropriate and meaningful ways. In addition, this will facilitate a greater transparency in the allocation, recruitment, nomination, and retention processes for chair holders. The Equity, Diversity and Inclusion Action Plan addresses practices and actions that Trent will take, within each of the four phases of managing the Canada Research Chair Program, to have a meaningful impact on equity, diversity, and inclusion objectives. The university will implement the stated actions within the required 18 – 24 months following the publication of the Action Plan, in order to progressively address the identified gaps affecting the four designated groups.

4.1 Allocation of Canada Research Chairs

4.1.1 Standard Operating Procedure for the Allocation of Canada Research Chairs

Trent University has a standard operating procedure (SOP) for the allocation of Canada Research Chairs. This SOP is found in Appendix A.

4.1.2 Allocation Objectives and Targets

Objective	Target	Indicator
<ul style="list-style-type: none"> Individuals involved in the CRC Allocation process will have training on equity, diversity, inclusion and unconscious bias. 	<ul style="list-style-type: none"> 100% of the individuals involved in the CRC allocation process will have training on equity, diversity, inclusion and unconscious bias. 	<ul style="list-style-type: none"> # of individuals who received training as part of the CRC allocation process as reported by the Centre for Human Rights, Equity and Accessibility.
<ul style="list-style-type: none"> Proposals to secure an allocation (host a CRC) will be required to include a statement on equity, diversity and inclusion. 	<ul style="list-style-type: none"> 100% of all proposals to secure an allocation will demonstrate meaningful statements specific to equity, diversity and inclusion 	<ul style="list-style-type: none"> # of proposals that indicate that EDIP was a consideration in the development of the proposal # of proposals award an allocation that included meaningful EDIP action plans
<ul style="list-style-type: none"> An annual Strategic Planning Documents will be presented to the Presidents-Vice Presidents Executive Group (PVP) and include equity targets (including the report to the Tri-Agency Institutional Programs Secretariat; October 31st) 	<ul style="list-style-type: none"> Document will include up-to-date environmental scans and statistics to demonstrate Trent University's EDIP initiatives related to national statistics. 	<ul style="list-style-type: none"> # of strategic actions that advance Trent University towards meeting EDIP targets and objectives
<ul style="list-style-type: none"> Standard Operating Procedures, including Trent's CRC Utilization Chart will be publically available 	<ul style="list-style-type: none"> 100% of procedures and policies related to the CRC process at Trent will be open, transparent and accessible. 	<ul style="list-style-type: none"> # of documents, policies and procedures publically available. Increase in the # of types of documents available.
<ul style="list-style-type: none"> Following the nomination phase, recommendations to approve a nominee will require equity data for the competition 	<ul style="list-style-type: none"> 100% of the recommendations include equity data for the competition 	<ul style="list-style-type: none"> # of recommendations supported by equity data for the competition

4.2 Recruitment of Canada Research Chairs

4.2.1 Commitment of Equity and Diversity

Trent University is better able to advance the pursuit, creation and dissemination of knowledge through teaching and research if all members from the FDGs are represented within the community. In order to encourage applications from the members of FDGs, Trent University includes the following statements in all of its CRC advertisements:

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates and especially welcomes applications from women, members of racialized communities, Indigenous persons, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. We also encourage candidates who wished to be considered as a member of one, or more, of the designated groups to fill out the voluntary Self-Identification Form, and include it with their application.

Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact the Director of the Office of Research. All qualified candidates are encouraged to apply; International applications are encouraged, however, Canadian citizens and permanent residents will be given priority.

4.2.2 Career Interruptions

Career interruptions can have a significant impact on the period between when a researcher received their Ph.D., or equivalent, and when they submit an application. In commitment with equity and accessibility, and in order to ensure that all eligible researchers are provided a fair assessment, Trent University takes into account the diversity of career, and life, experiences of individual researchers. Applicants are encouraged to explain any personal circumstances that have affected them, and members of the Trent University CRC Selection Committee are instructed to consider the personal circumstances when assessing the applicant's research productivity.

4.2.3 Recruitment Objectives and Targets

Objective	Target	Indicator
<ul style="list-style-type: none"> Postings will be widely advertised to international and national job boards, professional societies, and associations of designated groups. 	<ul style="list-style-type: none"> Increase in the number of applications received from FDG's and those indicating career interruption. 	<ul style="list-style-type: none"> % increase in applications from FDG's and applicants noting career interruptions over previous competitions.
<ul style="list-style-type: none"> Applicants will be provided an opportunity to self-identify; this information will be collected, safeguarded, and remain confidential. 	<ul style="list-style-type: none"> Increase in the number of self-disclosures. 	<ul style="list-style-type: none"> % increase in the number of self-disclosures and % increase in the number of FDG's selected for interviews.
<ul style="list-style-type: none"> The Selection Committee will, where possible, have representation from each of the FDG's. The Equity Officer will be involved in all phases of the process. 	<ul style="list-style-type: none"> Equity Office will participate in 100% of the CRC searches. % increase in the representation of FDG's participating on Selection Committees. 	<ul style="list-style-type: none"> % increase in the number of representatives from the FDG's actively involved on Selection Committees. % increase in the actions taken to increase participation of FDG's.
<ul style="list-style-type: none"> All individuals involved in the CRC Recruitment Process will have training on equity, diversity, inclusion and unconscious bias. 	<ul style="list-style-type: none"> 100% of the individuals involved in the CRC recruitment process will have EDIP training including unconscious bias training. 	<ul style="list-style-type: none"> # of individuals trained per CRC cycle.
<ul style="list-style-type: none"> Postings will be writing in inclusive unbiased and ungendered language. Postings will include a "Commitment to Equity" and an "Understanding of Career Interruptions" statements. 	<ul style="list-style-type: none"> 100% of the postings will be written in inclusive unbiased and ungendered language using tools such as Gender Decoder 100% of postings will include a commitment to equity and an understanding of career interruptions 	<ul style="list-style-type: none"> % increase in the number of applications from FDG's % increase in self disclosures % increase in applicants referencing career interruptions

4.3 Nomination of Canada Research Chairs

4.3.1 Standard Operating Procedure for the Nomination of Canada Research Chairs

The nomination process for a Canada Research Chair is detailed in Trent University's Standard Operating Procedure for the Nomination of Canada Research Chairs. This procedure can be found in Appendix B.

4.3.2 Unconscious Bias Training

In order to ensure a fair and equitable process, the members of the CRC Selection Committee will undergo Unconscious Bias Training. The objective of this training is to alleviate the negative impacts that unconscious biases can have on the career paths of individuals from the federally designated

groups. The workshop covers inclusive hiring processes, and the processes, policies, and procedures, established by Trent University, related to the hiring of academics.

4.3.2 Nomination Objectives and Targets

Objective	Target	Indicator
<ul style="list-style-type: none"> Committee members will use encompassing, clear flexible criteria for assessing excellence that will fully document, recognize and reward the scholarship of teaching, professional service, outreach, mentoring and research training, and account for nontraditional areas of research and/or research outputs. 	<ul style="list-style-type: none"> 100% of Selection Committees will have criteria established before file review 100% of Selection Committees will have the criteria reviewed and approved by the Centre for Human Rights, Equity and Accessibility 	<ul style="list-style-type: none"> # of Selection Committees with encompassing, clear and flexible criteria for assessing excellence. # of exemplars of best practices available to future Selection Committees.
<ul style="list-style-type: none"> Shortlisting of Applicants will require careful consideration of all shared career interruptions and self-disclosures, equity officer monitors the shortlisting exercise 	<ul style="list-style-type: none"> 100% of shortlists will demonstrate considerations of career interruptions and self-disclosures. 	<ul style="list-style-type: none"> % of shortlists that include members of the FDG's and applicants disclosing career interruptions.
<ul style="list-style-type: none"> Interview format will consist of presentation of one's scholarly work, an interview with the Selection Committee, meetings with the appropriate Dean(s), Department Chair(s), students and colleagues and the Vice President, Research and Innovation. 	<ul style="list-style-type: none"> 100% of interview formats will provide applicants with alternative means to demonstrate their scholarly excellence. 	<ul style="list-style-type: none"> % increase in community participation in CRC interview formats. Increase in the # of formats utilized as part of the interview process providing increased opportunities to account for the difference in communication and presentation styles.
<ul style="list-style-type: none"> Once recommendations from the Selection Committee are approved by PVP, the successful nominee will be invited to revisit the university to develop a fulsome nomination package 	<ul style="list-style-type: none"> 100% of all nominees will revisit the university prior to the submission of the final nominations 	<ul style="list-style-type: none"> # of nominees who revisit the university prior to full nomination. Increase in the types of activities undertaken during the visit to develop the program of research.

4.4 Retention of Canada Research Chairs

4.4.1 Procedure for the Renewal of a Canada Research Chair

The practices established to renew a Canada Research Chair are detailed in Trent University's Procedure for the Renewal of a Canada Research Chair. This procedure can be found in Appendix C. As stated within the procedure, PVP has the authority to determine if a chair will be renewed,

advanced, or phased out. If a phase-out is required, PVP will consider the following before making their decision:

1. Chair availability;
2. Chair end dates; and
3. Trent’s equity requirements.

4.4.2 Objectives and Targets

Objective	Target	Indicator
<ul style="list-style-type: none"> • Tier II Chairs in their 4th year and Tier I Chairs in their 6th year will be considered for renewal (if eligible). 	<ul style="list-style-type: none"> • 100% of CRC’s will be considered for renewal (if eligible) following a review process 	<ul style="list-style-type: none"> • # of CRC’s considered for renewal where eligible. • # of CRC’s not wanting renewal.
<ul style="list-style-type: none"> • The renewal process and the exiting process will include an opportunity for the Chair to discuss their experience with equity, diversity and inclusion for themselves and their highly qualified personnel. • Comments will be included in the annual CRC strategic Planning Document to the PVP 	<ul style="list-style-type: none"> • 100% of selection Committee Chairs will provide an assessment of institutional climate with respect to equity, diversity and inclusion 	<ul style="list-style-type: none"> • # of assessments received. • # of comments received that directly influence institutional effectiveness and address identified barriers to advancement/retention including HQP working with CRCs
<ul style="list-style-type: none"> • Whether advancing to renewal or exiting a chair, the chair holder will receive accommodations and ongoing administrative support to maintain their program(s) of research 	<ul style="list-style-type: none"> • 100% of CRC’s will received measureable support and accommodations as are required 	<ul style="list-style-type: none"> • # of supports per chair will remain constant at a minimum.

5.0 Collection of Equity and Diversity Data

5.1 Strategy for Collecting and Protecting Self-Identification Forms

All CRC applicants are invited to complete and submit a self-identification survey, alongside their applications. Through this self-identification process, CRC applicants are able to identify as a member of the FDGs. Trent University uses this data to measure diversity, develop initiatives to address underrepresentation, and evaluate the success of these initiatives.

5.2 Self-Identification Form

The Self-Identification form is published on Trent University’s Office of Research and Innovation webpages. In addition, upon receiving an application for an open CRC position, that does not include a completed copy of the survey, the Office of Research and Innovation will send the applicant a blank copy, which they can voluntarily complete.

A copy of the Self-Identification Form can be found in Appendix D.

5.3 Handling of Self-Identification Data

Completed submitted forms will remain confidential, and only viewed by the Director, Office of Research and Innovation, and the members of the CRC Selection Committee. The Office of Research and Innovation will safeguard all submitted forms. Names will never be used in connection with the data provided from the forms.

6.0 Handling Equity, Diversity and Inclusion Concerns

Trent University is dedicated to addressing any concerns a person may have in regards to equity, diversity and inclusion, including the monitoring and reporting of such concerns.

6.1 Concerns Relating to the Canada Research Chairs Program at Trent

Any equity, diversity or inclusion concerns a person may have about the Canada Research Chairs Program, or about the recruitment process, should be directed to and will be handled by the Vice-President Research and Innovation, and the Office of Research and Innovation at Trent University.

6.2 Concerns Relating to Equity, Diversity or Inclusion

All general inquiries or concerns related to equity, diversity or inclusion should be directed to, and will be handled by the Trent University Centre for Human Rights, Equity, and Accessibility. Concerns will be addressed through the Resolution Procedures (Part II), as laid out within the "[Discrimination and Harassment Policy \(2014\)](#)".

Appendix A: Standard Operating Procedure for the Allocation of Canada Research Chair

Category: Research Policy

Approval: Senate and Board of Governors

Responsibility: Office of Research and Innovation

Date: October 2017

The Vice-President, Research and Innovation (VPRI) is responsible for managing Trent University's allocation of Canada Research Chairs (CRC) including the implementation and administration of the University's "Equity Action Plan". Managing Trent's allocation includes tracking of regular and special chairs, reclaiming lost chairs or deactivating chairs lost as part of the reallocation exercise, establishing and monitoring equity targets, managing the corridor of flexibility, and reporting to the Tri-Agency Institutional Programs Secretariat.

On an annual basis, the VPRI will draft a CRC Strategic Planning document, endorsed by the Research Policy Committee, for presentation to PVP, which will include:

- The start and end dates of all assigned CRCs;
- Renewal dates for both Tier I and Tier II assigned CRCs;
- A list of unfilled chairs or chairs available for reallocation;
- The status of special chairs;
- An update on the corridor of flexibility;
- A report on Trent University's equity targets, identification of gaps and the status of the Equity Action Plan;
- Recommendation for allocations and reallocations including alignment with the Strategic Research Plan and the Equity Action Plan.

The President/Vice-President Executive Committee (PVP) is responsible for the allocation of all Canada Research Chair positions and the Equity Action Plan. The President/Vice-President Executive Committee (PVP) comprises of the President and Vice-Chancellor, University Secretariat, Provost and Vice-President (Academic), Vice-President (Finance and Administration), Vice-President (External Relations and Advancement), and the Vice-President (Research and Innovation). PVP will review the planning document and assign future allocations and reallocations (i.e. split a Tier I into two Tier IIs, use the corridor of flexibility to make a special chair a SSHRC chair, remove or keep and allocation within a faculty, etc.).

PVP will issue an internal call for proposals to nominate a Canada Research Chair. The call will be issued to all department chairs, program directors, and research organizations. The call for proposals will require statements about the advancement of the Strategic Research Plan and the Equity Action Plan.

PVP will constitute a CRC allocations Committee which will include the VPRI (chair), a representative from the External Relations and Advancement Office, a representative from the Research Policy Committee, a Dean (selected by the Dean's), and the Director, office of Research (who will fulfill an advisory/secretary role).

The CRC Allocations Committee will review all proposals to nominate/host a CRC and make a recommendation to the PVP. PVP will review the recommendations and either award the opportunity to nominate to a specific strategic area, research organization or department, or ask the CRC

allocations Committee to review the proposals a second time. PVP can also ask that the internal call be reissued to include additional selection criteria.

PVP will advise the CRC allocations Committee of their decision. The decision will be communicated to the Provost's Planning Group (PPG) by the provost. The VPRI will communicate the decision to the Research Policy Committee. The Office of Research will prepare a letter to be signed by the President awarding the opportunity to nominate/host a CRC. The Office of Research will also notify all those unsuccessful in securing the right to nominate and provide feedback from the CRC allocations Committee with a view to strengthening future submission

Appendix B: Canada Research Chair Recruitment, Nominating and Hiring Process

Category: Research Policy

Approval: Senate and Board of Governors

Responsibility: Office of Research and Innovation

Date: June 18, 2018

1.0 Preamble

This process document is intended to outline the roles, responsibilities and process for the Recruitment, Nomination, and Hiring of Canadian Research Chairs and other such externally funded competitive faculty positions. The Government of Canada and Canada Research Chairs Program (CRCP) are committed excellence in research and research training for the benefit of Canadians.

The Canada Research Chairs Program is also committed to achieving a more equitable, diverse and inclusive Canadian research enterprise that is essential to creating the excellent, innovation and impactful research necessary to seize opportunities and for responding to global challenges, and to the federal government's policies on non-discrimination and employment equity. These external policies and requirements may change from time-to-time, and may require a review of the process documented herein for compliance.

Throughout this document "CRC Departmental Nominating and Hiring Committee" shall refer to the department committee(s) composed of, and tasked with, hiring a faculty member who will hold an appointment in one or two departments(s)/school(s), whereas "CRC Multi-Department Nominating and Hiring Committee" shall refer to an ad hoc committee formed to make a hiring recommendation in regard to a CRC or other such externally funded competitive position where the ultimate home department is not known when the search is initiated "CRC" shall be understood to mean a Canada Research Chair or other externally-funded competitive faculty appointment.

2.0 Roles

- 2.1 Both a CRC Departmental Nominating and Hiring Committee and a CRC Multi-Department Nominating and Hiring Committee (hereafter, "the Committee") are tasked with making recommendations on a CRC search.
- 2.2 The Committee shall be composed of at least three TUFA members and, where possible, should include members of the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities).
- 2.3 Additionally, up to three observers (one from each of the Office of Research and Innovation, the Office of the Dean of Arts and Sciences, and the Office of Human Rights, Equity) shall sit on the Committee. These representative shall be non-voting members of the Committee and shall be present only to ensure proper process in each of their respective areas has been followed. These representatives are advisory and do not participate in the selection process.
- 2.4 The Office of Research and Innovation will play an advisory role with respect to the guidelines established by the Tri-agency Institutional Programs Secretariat for the selection and nomination of Canada Research Chairs. These guidelines will be shared with the President and Vice President Executive Committee (PVP) and the Committee members.

- 2.5 The Dean's Office will play an advisory role with respect to tenure-track hiring practices and adherence to the TUFA Collective Agreement. Committee Members will be made aware of the relevant provisions in the TUFA Collective Agreement.
- 2.6 The Office of Human Rights, Equity and Accessibility will play an advisory role with respect to Trent University's Discrimination and Harassment Policy, Employment Equity Policy, Accessibility Policy, and the Equity Action Plan. Committee members will be trained on the relevant policies as identified in the Institutional Equity, Diversity, and Inclusion Action Plan.

3.0 Selection Process

- 3.1 Departments, schools, Centres and/or institutes, or strategic research teams awarded the opportunity to nominate a Canada Research Chair will be so informed by the Office of Research and Innovation.
 - 3.1.1 If the CRC nomination has been awarded to an academic department/school, the existing Personnel Committee or a Hiring Committee struck by the department consistent with its own practices and with Article VI.2 will constitute the CRC departmental Nominating and Hiring Committee, with the addition of appointed observers as described above. If the CRC nomination has been awarded to two academic departments with the intention of hiring a jointly-appointed member, the Hiring Committee shall be elected by the two departments with an equal number of members (at least 3) from each. This committee will constitute the CRC Departmental Nominating and Hiring Committee with the addition of appointed observers.
 - 3.1.2 If the CRC nomination is not limited to one department or to be shared by two departments, the Office of Research in consultation with the appropriate Dean's office, will coordinate the election of the CRC multi-Department Nominating and Hiring Committee in a manner consistent with the requirements of Article VI.2 and this document. Specifically, the CRC Multi-Department Nominating and hiring Committee must comprise, at least, three TUFA members elected by, and from among, the TUFA members in the relevant decanal/professional divisions. Members with complementary expertise to that of the position to be posted should be encouraged to stand for election.
- 3.2 Consistent with Articles III.8.3.1 and VI.2.1 of the TUFA Collective Agreement, the Committee should have representatives from more than one rank and gender. To ensure compliance with the federal government's policies on non-discrimination and employment equity the Committee should be expanded, where possible to include the federally-designated groups. Where the Committee does not comprise faculty members of more than one rank and gender, the decanal representative to the Committee and the Committee's faculty chair shall mutually agree to the addition of up to two faculty members to ensure diversity with regard to both rank and gender on the Committee.
- 3.3 Conflicts of interest shall be addressed as per the TUFA Collective Agreement Articles I.2.5 Conflict of Interest and VI.8 Quorum and Voting Rules for Personnel and Tenure Committee.
- 3.4 With the exception of the representative members, all members of the Committee, including the Chair, shall have an opportunity to vote subject to their participation in all components of the search, and having completed necessary training as outlined at the commencement of the search process.

- 3.5 Committees comprising faculty members from more than one department may not include student representatives.
- 3.6 The committee will appoint a Chair from amongst the TUFA members on the committee, except where the Committee is the existing personnel committee of a single department and already has an appointed Chair. The Chair will coordinate the work of the Committee as well as liaise between the Office of Research and Innovation, the Dean's Office, and the Office of Human Rights, Equity and Accessibility.
- 3.7 In the case of a single department CRC Departmental Nominating and hiring Committee, the Chair will deliver the recommendation of the Committee to the Vice President Research and Innovation.
- 3.8 In the case of a CRC Multi-Department Nominating and Hiring Committee, the Chair will deliver the recommendation of the Committee to the personnel committee of each department in which the proposed candidate will hold their appointment. On Receipt of this recommendation, each personnel committee will review the proposed candidate's CV to confirm the unit's prospective acceptance of the candidate's qualifications, based upon prevailing criteria and standards.
 - 3.8.1 Upon receiving confirmation of the candidate's suitability from the prospective home department, the Chair of the CRC Multi-Department Nominating and Hiring Committee will deliver the recommendation of the Committee to the Vice-President, Research and Innovation.
- 3.9 The Vice President, Research and Innovation, receives the Committee's recommendation, and delivers the recommendation to the Provost and the President for approval. The recommendation will include a statement on the Equity Action Plan.
- 3.10 The Vice President, Research and Innovation, notifies the Committee of the decision made by the Vice President, Research and innovation, Provost and the President for approval. The recommendation will include a statement on the Equity Action Plan.
- 3.11 The Vice President, Research and Innovation, notifies the Committee of the decision made by the Vice President, Research and Innovation, Provost, and President and, if the decision is to hire the recommended candidate, contacts the appropriate Dean to begin the appointment process identified in the TUFA Collective Agreement (III.5.2) specific to Externally-funded, Competitive Academic Appointments.
- 3.12 The Committee, Office of Research and Innovation, and the CRC nominee are responsible for drafting the Tri-agency Institutional Programs Secretariat nomination materials.
- 3.13 If the Committee's Recommendation is not approved by the Vice President, Research and Innovation, Provost, and President, the Vice President, Research and Innovation, will notify the Committee Chair. The Committee may choose to recommend another candidate from the applicant pool, or can advise the Vice President, Research and Innovation, that they are unable to make another recommendation without reopening the search. In the event that a subsequent nominee is not identified, the process is halted and the Vice President, Research and Innovation, will advise the Committee and relevant departments if the search will be renewed or the CRC allocation redirected.
- 3.14 For approved hires, the appropriate Dean will extend a conditional offer of appointment (with a teaching load consistent with any requirements imposed by the granting agency) to Trent University. This offer of appointment will be contingent on a successful CRC nomination. As a means of recruitment and retaining excellent candidates, the proposed hire will normally be offered a one-year limited term appointment with a

teaching load consistent with the guidelines of the granting agency. Employment offers made to a candidate will otherwise be in compliance with university hiring procedures for tenure-track faculty.

4.0 Responsibilities

4.1 The Committee is responsible for:

- 4.1.1 Understanding the University's commitment to equity, diversity, inclusion, accountability and transparency as articulated in the institutional Equity Action Plan, including equity targets and gaps for each of the federally designated groups;
- 4.1.2 Participating in training on the importance of equity, diversity and inclusion within the program, and on the negative impact of unconscious bias on the career paths of individuals from the federally designated groups;
- 4.1.3 Review the Canada Research Chairs program document, "Equity, Diversity and Inclusion; Best Practices for Recruitment, Hiring and Retention";
- 4.1.4 Drafting an advertisement for the position in keeping with the Equity, Diversity and Inclusion: Best Practices for Recruitment, Hiring and Retention statement, to attract a diverse community of applicants;
- 4.1.5 Establishing hiring criteria and establishing interview format and questions;
- 4.1.6 Preparing a shortlist of candidates to be interviewed;
- 4.1.7 Conducting interviews and ranking of candidates;
- 4.1.8 Preparing a written recommendation to the Vice President, Research and Innovation, which includes equity information specific to applicant pool and those selected for interviews;
- 4.1.9 In the event that a Tier II justification is required, the Committee is responsible for preparing the justification for submission to the Tri-Agency Institutional Program Secretariat;
- 4.1.10 Working with the Office of Research and Innovation to prepare the institutional sections of the CRC nomination dossier;
- 4.1.11 Drafting a file report detailing the selection process and efforts made to follow the Equity Action Plan and meet institutional equity targets;
- 4.1.12 In the case of CRC Multi-Department Nominating and Hiring Committees, the Committee shall consult with the successful candidate on their preferred home department(s).

4.2 The Office of Research and Innovation is responsible for:

- 4.2.1 Advertising the Committee of the University's Equity Action Plan, equity targets and gaps for each of the federally designated groups;
- 4.2.2 Coordinating training for the committee in collaboration with the University's Equity Officer;
- 4.2.3 Sharing the University's CRCP utilization spreadsheet, the type of flex moves used to date, and which allocations are available;
- 4.2.4 Finalization of the advertisement (including review by the Office of Human Rights, Equity and Accessibility);
- 4.2.5 Advertising widely in a manner that encourages diversity in the applicant pool and is consistent with Article III.8.2 "Advertisement" of the TUFAs Collective Agreement, including internationally and to professional societies and associations of designated groups;

4.2.6 Management of the nomination process including receiving applications and letter of reference, tracking and recording self-disclosures, collecting data on the participation of individuals from the federally-designated groups, scheduling meetings, addressing conflicts of interest and confidentiality, recording all meeting proceedings, liaising with the Tri-agency Institutional Programs Secretariat, scheduling of interviews and travel arrangements for applicants, all correspondence with applicants, and reporting to the Tri-agency Institutional Programs Secretariat the institutional process followed to nominate chairs.

5.0 Contact Officer

5.1 Vice President, Research and Innovation

5.2 Director, Office of Research and Innovation

6.0 Date for Next Review

6.1 March 2023

Appendix C: Procedure for the Renewal of a Canada Research Chair

Associated Policy: Standard Operating Procedure for the Allocation of Canada Research Chair and the Standard operating Procedure for the Nomination of Canada Research Chairs

Policy Sponsor: Director, Office of Research and Innovation

Date: November 2016

Purpose:

The Canada Research Chairs Program is committed to excellence in research and research training and to ensuring access to opportunities for all qualified candidates. The goals of excellence and equity are both compatible and mutually supporting. The Office of Research, in collaboration with the Dean's Office and the Centre of Human Rights, Equity and Accessibility, is responsible for guiding the Canada Research Chair renewal process.

Procedure:

Overview:

The following are not considered renewals, but rather new nominations:

- Nomination of a Tier 2 chairholder to a Tier 1 chair;
- Nomination of an individual to replace a current or former chairholder; and
- Nomination of a chairholder at one institution to a Canada Research Chair at another institution.

Tier 1 Chairs can be renewed once, and are eligible for renewal in their sixth year.

Tier 2 Chairs can be renewed once, and are eligible for renewal in their fourth year.

Step 1: Determination

As per the language in the current chairholder's initial letter of appointment, a second term is a possibility subject to the chairholder's interest and a satisfactory report on activities. The Vice-President, Research and Innovation (VPRI), in consultation with the associated Dean, will determine if the current chairholder is interested in pursuing an additional term as a Canada Research Chair. If not, the CRC will become available for reallocation as per Trent University's "Standard Operating Procedure for the Allocation of Canada Research Chair".

Step 2: Review of Reported Activities

Following the incumbent expressing their desire for renewal, the VPRI, the associated Dean, and the Department Chair will review the report on activities and recommend to PVP that the incumbent should be able to apply for renewal of position from the CRC Secretariat.

It is expected that this process will respect the principles of peer-review, the established criteria for the nomination of a Tier 1 or Tier 2 Canada Research Chair, and Equity, Diversity and Inclusion Principles.

If the review of reported activities is deemed unsatisfactory, the VPRI, the Dean and the Department Chair will convene a meeting with the current chairholder to discuss the report. The current chairholder may grieve as per the procedures outlined in the TUFA Collective Agreement.

If the review of reported activities is deemed satisfactory, a recommendation will be made to PVP to recommend renewal of the Chair.

Step 3: Vacated Chair

In the event that a current chairholder is not recommended for renewal, the CRC will become available for reallocation as per Trent University's "Standard Operating Procedure for the Allocation of Canada Research Chair".

Related Policies, Procedures and Guidelines:

- Standard Operating Procedure for the Allocation of Canada Research Chair
- Standard operating Procedure for the Nomination of Canada Research Chairs

Date for Next Review:

- November 2021



Trent University Self Identification Form

Thank you for your interest in joining the Trent University community. Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University especially welcomes applications from women, members of racialized communities, Indigenous persons, persons with disabilities, and others who may contribute to the further diversification of ideas.

Should you wish to self-identify, please complete the questionnaire below, and submit it, along with the other required documents, for the position that you are interested in. All responses are confidential. The information provided will be used to ensure Trent University's compliance with the federal government's requirements pertaining to "Equity, Diversity and Inclusion" recruitment and reporting. In addition, the information will allow Trent University to set Equity, Diversity and Inclusion goals, and measure our progress.

Name: _____

Date: _____

Title of position applied for:

Department/School/Administrative Unit:

1) Gender

Do you self-identify as a Woman? Yes No I prefer not to respond

2) Indigenous Persons

For the purpose of this questionnaire, an Indigenous person is a person who identifies as a First Nation, Métis, or Inuit. Indigenous persons include status, treaty or registered persons, as well as non-status and non-registered persons. Do you consider yourself to be an Indigenous person?

Yes No I prefer not to respond

3) A person in a visible minority group

A person in a visible minority group is someone (other than an Indigenous Person as defined above) who is non-Caucasian in race or non-white in colour. Do you consider yourself to be a member of a visible minority?

Yes No I prefer not to respond

4) A person with a disability

A person with a disability has (i) a long term or recurring condition or health problem which limits the kind of work or amount of work they can do in the workplace; or (ii) feels that they may be perceived as limited in the kind or amount of work which they can do because of a physical, mental, sensory, psychiatric or learning impairment. Do you consider yourself a person with a disability?

Yes

No

I prefer not to respond

This information is collected under the authority of the Trent University Act, Section 18 (3) (c) and will be used to collect feedback on the integrated planning process and to contact you concerning your participation.

Questions or concerns about the collection or use of this information may be directed to Sherry Gosselin, Office of the President, 748-1347.