



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 stuck 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, Officer 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 TUFA 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