



Office of Research and Innovation

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Standard Operating Procedure for Nominating a Canada Research Chair

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. Sound equity practices ensure that the Chairs program accesses the largest possible pool of qualified candidates, without affecting the integrity of the program's selection process. The Chairs program is committed to the federal government's policies on non-discrimination and employment equity. The Chairs Secretariat works collaboratively with institutions to identify and further share strategies and practices that respect the spirit of openness, transparency and equity of the program.

The Office of Research, in collaboration with the Dean's Office and the Office of Human Rights, Equity and Accessibility, is responsible for guiding the Canada Research Chair nomination process. The Office of Research will play an advisory role with respect to the guidelines established by the Canada Research Chairs Secretariat for the selection and nomination of chairs. The Dean's Office will play an advisory role with respect to tenure-track hiring practices and the TUFA Collective Agreement. 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, and Accessibility Policy.

Departments, centres and/or institutes, or strategic research teams awarded the opportunity to nominate a Canada Research Chair will be invited to put names forward to the CRC Allocation Committee to form a CRC Selection Committee. In addition to suggested membership, the CRC Selection Committees must include a representative from the Office of Human Rights, Equity and Accessibility, the Director Office of Research, and a representative from the Dean's Office. The CRC Allocation Committee will confirm CRC Selection Committee membership.

The CRC Selection Committee is responsible for:

- Drafting an advertisement for the position, including suggestions for appropriate means to advertise the position (At a minimum, University Affairs)
- Establishing hiring criteria and establishing interview format and questions
- Coordinating applications and shortlisting of candidates
- Conducting interviews and ranking of candidates
- Preparing a written recommendation to the Vice President Research
- In the event that a Tier II justification is required, the CRC Selection Committee is responsible for preparing the justification for submission to the CRC Secretariat
- Working with the Office of Research to prepare the institutional sections of the CRC nomination dossier

The Office of Research is responsible for:

- Publication of the advertisement
- Management of the nomination process including receiving applications and letters of reference, scheduling meetings, addressing conflicts of interest and confidentiality, recording all meeting proceedings, liaising with the CRC Secretariat, scheduling of interviews and travel arrangements for applicants, all correspondence with applicants, reporting to the CRC Secretariat the institutional process followed to nominate chairs and keeping PVP updated on the selection process.

The CRC Selection Committee will appoint a Chair who will coordinate the work of the committee as well as liaise between the Office of Research, the Dean's Office, and the Office of Human Rights, Equity and Accessibility. The Chair will deliver the recommendation of the committee to the Vice President, Research and Innovation.

The Vice President Research will deliver the recommendation to The President/Vice President Executive Committee (PVP) for endorsement. Should PVP endorse the recommendation the Vice President Research will notify the CRC Selection Committee. The Vice President will contact the appropriate Dean to begin the process identified in the TUFA Collective Agreement (III.3.5) specific to Externally-funded, Competitive Academic Appointments. The CRC Selection Committee and the Office of Research are responsible drafting the CRC Secretariat nomination materials. Should PVP not endorse the recommendation, the Vice President Research will notify the CRC Selection Committee Chair. Depending on the grounds for refusal, the CRC Selection Committee may continue the process to identify a nominee. In the event that a subsequent nominee is not identified, the process is halted. PVP will determine if the search is to be renewed or if the CRC allocation removed.

The Vice President Research will offer the Canada Research Chair nomination.

The appropriate Dean will extend a conditional offer of appointment (with a teaching load of 1: 1) to Trent University contingent on a successful CRC nomination in compliance with university hiring procedures for tenure track faculty.