USASK CRC SEARCH PROCESS
Check in points and mandatory documentation

1. Form A Submission:
- Completed by department/college/school/center. Include the following documents:
  - a copy of the email from RASI authorizing the academic unit/ research center to search for a CRC.
  - the completed financial sustainability form that was submitted with the theme area proposal.
- Submit to the Office of the Vice-President Faculty Relations (OVPFR), cc doreen.canillas@usask.ca
- OVPFR will review and approve the Form A in 10 working days.

2. Prior to First Search Committee Meeting:
- Read search committee and search sub-committee terms of reference: https://research.usask.ca/about/crc-documents/april-2021-crc-search-subcommittee-tor.pdf
- **NOTE** differences between **membership** and **voting privileges** in particular between search committee and sub-committee; consider who might be valuable as sub-committee members (interdisciplinary or partner possibilities).
- Copy all search correspondence to Director of RASI (Phani Adapa), designate Doreen Canillas, and Associate Vice-President Research Dawn Wallin
- Create a OneDrive folder with related permissions for the search committee and a separate one for the search subcommittee to access appropriate files

3. First Search Committee Meeting:

Suggested Agenda	• See Attachment 6 • EDI CRC Presentation by Director RASI (Phani Adapa) or designate (Doreen Canillas)
Search Committee	• Approves creation and membership of a CRC search sub-committee • Approves Recommendations forwarded by the search subcommittee • Membership: see sections 13.5.1 to 13.5.1.3 of *Collective Agreement*
Subcommittee	• Charged with being the "working committee" for the search committee • Recommends approval of search functions to the search committee (i.e., advertisement, search criteria, interview questions, short list, candidate recommendations) • CRC requirement of 1 member representation from the four designated groups (women and gender equity-seeking group, racialized individuals, person with disabilities, Indigenous Peoples) • May include members beyond faculty complement (see TOR above)
EDI	• Identify potential EDI Champions • Potential EDI Champions undergo CRC EDI Champions training (Lead and A/V-DR) • Rest of subcommittee, search committee members, and resource staff complete the online unconscious bias training (UB) and provide certificates to Admin/Support staff

Documentation:	**To Review:** • Search Committee and Search Subcommittee Terms of Reference • Template for First Search Committee Meeting Agenda **To Create/Make Available:** • Minutes documenting vote for creation of and membership on the search subcommittee • Search committee and search subcommittee members provide a copy of the UB training completion certificate to the search support staff. • Admin/support staff sends certificates to Doreen

4. Search Subcommittee:

• Access templates for the Position Advertisement, Selection Criteria and Interview Questions from RASI
• Consider crafting initial drafts of these documents based on the approved CRC proposal for review by subcommittee members to facilitate the first meeting.
    ○ Developed in advance
    ○ Values range of scholarship and impacts
    ○ Addresses selection criteria and CRC requirements
    ○ Advertising venues <u>and</u> strategies support inclusive search
• Use the OneDrive folder created for the search subcommittee to share the agenda and the documents prior to the meeting.
• If additional subcommittee members have been named to the subcommittee, they will need to be oriented to the information that was presented in the first search committee meeting
• Conduct a summary of applications against search criteria for subcommittee members to help with review of candidates (often created on an Excel spreadsheet)	

Meeting Foci	Phase 1: Documents • Create Position Advertisement (first meeting) • Create Selection Criteria (first meeting) • Create Interview Questions Phase 2: Candidate Review • Review and Shortlist Candidates • Must include input from RASI and AVPR related to suitability for CRC standards Phase 3: Candidate Selection • Conduct Interviews • Recommend Final Candidate (rank order) Processes • Some of the editorial work or decisions can be conducted electronically (meetings and documents). ***At each phase, recommendations should be voted upon by the subcommittee and sent for approval to the search committee prior to moving to the next stage.***

Position Advertisement	• Ensure advertisement is reviewed by RASI and AVPR for alignment with CRC requirements. • Academic unit posts advertisement on USask Careers website: *(1)* ensure to check *"CRC posting"* on the ConnectionPoint request form; and (2) include Doreen Canillas as a reviewer. • Academic unit documents the posting of ad in different venues (venue/start and end dates). • Description of other search strategies utilized, including intentional approach to recruitment of members of the FDG. • Spreadsheet containing information regarding the posting venues and start/end dates.
Non-Voting Members	• A/V-DR • AVPR Dawn Wallin • RASI: Phani Adapa/ designate – Doreen Canillas
Documentation:	**To Review** • RASI templates for documents **To Create** • Minutes from all meetings • Position Advertisement, Search Criteria, Interview Questions • Spreadsheet with candidate qualifications matched to criteria to serve as a summary of applicants • Recommendations sent to search committee for documents, short list, and final candidate rankings and approval

5. Interviews and Selection of Final Candidate:

• Potential for a successful CRC nomination
• **CRC search procedures followed**

Interviews:
• The Search Subcommittee will guide the interview process, ensuring full engagement of the Search Committee and AVPR Dawn Wallin (non-voting member).
• If needed, the itinerary includes a separate interview with AVPR Dawn Wallin.

Selection of final candidate:
• Following interviews and with input from the Search Committee, the Search Subcommittee will recommend one or more candidates.
• The Search Committee will then be asked to vote on a recommendation on appointment to faculty, starting academic salary and rank.
• If tenure is to be granted upon appointment, then the department tenure and renewals committee would meet separately to consider that recommendation.

Documentation:	1) Meeting notes from search subcommittee and search committee. 2) Submit to RASI the following documents: 1) recommendation to recruit selected candidate; and 2) CRC search report.

6. Recruitment and Finalization of Letter of Offer

• Salary, stipend and supports appropriate and meet Institutional minimums

• OVPFR (Scott Walsworth) to lead discussion with college/department/center head and candidate.