

## **CRC Search Subcommittee Terms of Reference**

The Search Committee for CRCs will be established based on the college and/or discipline identified by the USask Research Chairs Oversight Committee (the Provost and Vice-President Academic and the Vice-President Research), and will be created in accordance with Article 13.5.1 of the Collective Agreement.

As the USask Research Chairs Oversight Committee (OC) is responsible for authorizing all CRC nominations, it is important that the USask Research Chairs OC remains informed throughout the duration of the search process. To facilitate this and to ensure that search committees have relevant information throughout a CRC Search, a CRC Search Subcommittee will be established for all CRC searches, even when the academic unit is known at the time of the search. The membership of the subcommittee will be guided by Article 13.5.1.13, but will include individuals involved with the CRC Program at USask, as well as faculty representatives from the relevant academic unit(s).

The CRC Search Subcommittee will be responsible for refinement of the search parameters (provided by the USask Research Chairs OC), the advertising for and identification of suitable candidates, and guidance of the interview process.

### **Membership**

#### *Getting started:*

As with any faculty hire at USask, the processes set out in the USFA Collective Agreement must be followed. There are a few additions to this process that are layered in because of requirements of the CRC Secretariat. While these do not supersede the Collective Agreement, they must be followed if the candidate is to be nominated for a CRC position. Thus, if there are questions about the process please contact the Office of the Vice-Provost Faculty Relations (OVPFR). The forms and process outline can be found at ([Academic Recruitment - Office of the Vice-Provost, Faculty Relations - University of Saskatchewan \(usask.ca\)](https://www.usask.ca/academic-recruitment-office-of-the-vice-provost-faculty-relations)).

The CRC position requires submission of a Form A. This will trigger the initial search committee meeting which will be attended by representatives of the USFA and OVPFR to answer any process related questions and highlight the role of the search committee and its members. During the first meeting of the search committee it will need to vote on and approve the formation of a CRC Search Subcommittee in order to hold a search for a prospective CRC.

The CRC Search Subcommittee will include:

- Associate Vice-President Research or designate – (non-voting member)
- Vice-Provost Faculty Relations or designate – (non-voting member)
- Director, Research Acceleration and Strategic Initiatives, OVPR or designate – resource
- College Dean or designate as equity officer (supported by Human Resources)

In addition to the above, the following sets of members will serve to guide the make up of the CRC Search Subcommittee, depending on the type of CRC search being considered:

- For discipline-specific CRC positions, where the academic unit has been identified:
  - Dean or designate, as the CRC may carry significant implications for college budgets;
  - In a departmentalized college, Department Head or designate;
  - At least one senior faculty member from the unit;
  - Additional scholars from within or external to the unit, as determined by the Search Committee in consultation with the USask Research Chairs OC, and such that a majority of members represent the Search Committee.
  - A minimum of 1 of the above members must be a representative from the four designated groups. Note: in the [U of S Equity, Diversity and Inclusion Action Plan \(updated March 2020\)](#), the U of S committed to inclusion of a broad representation of individuals from the FDGs.
- For interdisciplinary CRC positions, or where the academic home for the CRC has not been determined:
  - Dean or designate of each of the relevant colleges;
  - In a departmentalized college, Department Head or designate of each of the relevant departments;
  - One additional faculty member from each of the units involved;
  - Additional scholars as determined by the Deans of the relevant colleges in consultation with the USask Research Chairs OC.
  - A minimum of 1 of the above members must be a representative from the four designated groups. Note: in the [U of S Equity, Diversity and Inclusion Action Plan \(updated March 2020\)](#), the U of S committed to inclusion of a broad representation of individuals from the FDGs.

### **Mandate**

- Refinement of the search parameters provided by the USask Research Chairs OC
- Development of selection criteria
- Development of the job ad and advertisement of the CRC position

- Identification of suitable candidates in consultation with the relevant Search Committee(s)
- Guidance of the interview process
- In consultation with the relevant Search Committee(s), recommendation of candidate(s) for a CRC nomination to the USask Research Chairs OC

### **Approval Processes**

Recruitment of a CRC nominee balances two concurrent but distinct processes leading to the following outcomes:

- Approval of the candidate as an institutional nominee for a CRC. This authorization is the responsibility of the USask Research Chairs OC.
- Recommendation to appoint the candidate to faculty. This is the responsibility of the Search Committee.

The following processes will be followed:

#### *Shortlist of candidates for interview*

1. In consultation with the relevant Search Committee(s), the Search Subcommittee will develop a shortlist of candidates for interview. This will require engagement with, and support of, the relevant Search Committee(s) in the identification of candidates.
2. To ensure that candidates for interview meet the expectations of the institution, and of the CRC Secretariat, the USask Research Chairs OC will review the recommendation of the Search Subcommittee and authorize interviews.
3. The Search Subcommittee will guide the interview process, ensuring full engagement of the Search Committee(s).

#### *Final selection of candidate*

1. Following interviews, and with input from the Search Committee(s), the Search Subcommittee will recommend one or more candidates to the USask Research Chairs OC for authorization to nominate as a CRC.
2. The Search Committee will then be asked to vote on a recommendation on appointment to faculty, starting academic salary and rank.
3. If tenure is to be granted upon appointment, then the department tenure and renewals committee would meet separately to consider that recommendation.
3. With authorization of the Vice-Provost, Faculty Relations, the successful candidate will be offered appointment.
4. Nomination to a CRC will then follow.

### **Meeting Schedule**

The Committee will meet as needed.