

CRC ADVERTISEMENT REQUIREMENTS

MANDATORY FOR ALL CRC ADVERTISEMENTS (Full and Abbreviated)

CRC advertisements must include the following information:

- The date on which the ad has been posted online;
- The field of research and tier level (Tier 1 or Tier 2);
- Only the qualifications and skills that are necessary.
- A web link to the hiring department's website providing further information on the unit.
- The following statement on equity, diversity and inclusion:

The University of Saskatchewan is committed to equity, diversity, and inclusion in the workplace and encourages applications from members of the four designated equity groups (women, members of a visible minority/racialized group, Indigenous persons, and persons with disabilities) and any others who contribute to the diversification of ideas and perspectives. Recruitment will be guided by the Canada Research Chairs Equity, Diversity and Inclusion Practices and by the strong commitment of the University of Saskatchewan, [College/Department] to equity, diversity, and inclusion.

- The following statement on the institution's accommodation policies:

The University of Saskatchewan is committed to supporting employees in need of accommodation in an employment context. For more information on the University of Saskatchewan's accommodation policy, please contact Carine.Paley@usask.ca (306-966-8560).

- The following statement recognizing the legitimate impact of leaves:

The impact of leaves will be carefully considered when reviewing the candidate's record of research achievement.

- If posting for a CRC Tier 2, advertisement must include the following statement:

Tier 2 Chairs are intended for exceptional emerging scholars (i.e., applicants must have been an active researcher in their field for fewer than 10 years at the time of nomination). Applicants who are more than 10 years from having earned their highest degree (and where career breaks exist, such as maternity, parental or extended sick leave, clinical training, etc.) may have their eligibility for a Tier 2 Chair assessed through the program's [Tier 2 justification process](#). Please contact the [Strategic Research Initiatives](#) (SRI) unit for more information. The impact of leaves will be carefully considered when reviewing the candidate's record of research achievement.

- Abbreviated advertisements must include a link to the university's careers.usask.ca site;
- [Best practices on job postings](#) can be found on the CRC Secretariat's website.

Advertising and Recruitment Procedures

- The Search Committee, supported by HR will develop inclusive advertising process, including advertising through professional societies and associations of the four designated groups.
- Ads must be approved by HR (dana.carriere@usask.ca) and SRI (sri.support@usask.ca) prior to being publicly posted, including full and abbreviated advertisements.
- **Links to all job postings on external sites must be emailed to SRI (sri.support@usask.ca) on the exact day they are posted online. We are required to provide this data, on the same day it was posted, to the Secretariat.**
- CRC positions must be publicly advertised on the University of Saskatchewan’s public accountability [web page](#) for a minimum of 30 days prior to the closing of the competition (this applies to all new nominations, even those only open to existing faculty).
- CRC recruitments must use the university’s Applicant Tracking System (ATS), as the ATS has the ability to track candidates from the four designated groups through a voluntary Employment Equity Survey. Tracking the recipient pool is mandatory.
- The CRC program imposes no restrictions on nominees with regard to nationality or country of residence. Procedures to allow non-Canadian chairholders to work in Canada are established by [Employment and Social Development Canada](#) and [Immigration, Refugees and Citizenship Canada](#). CRC chairholders are part of [Exemption Code C31 \(research\)](#). Consequently HR will ensure the ATS has the question “are you eligible to work in Canada” turned off, and will ensure ConnectionPoint is instructed to override the system to allow international applications for CRC recruitments.

SEARCH SUB-COMMITTEE – ROLES AND REQUIREMENTS

CRC Search Sub-committee Composition

- Please see CRC Search Sub-committee Terms of Reference. NOTE new mandatory requirements including equity officer and representation from the four designated groups.
- A list of Search Sub-committee members must be sent to SRI (sri.support@usask.ca) for review by the Advisory Committee co-chairs and HR (dana.carriere@usask.ca) before the search begins.

Requirements for Inclusive Searches

- **All individuals involved in the CRC search process must participate in mandatory training on equity, diversity, and inclusion, including instructions on limiting the impact of unconscious bias.** Contact HR (dana.carriere@usask.ca) for EDI training options.
- The HR representative will verify that all individuals who are involved in the selection of the candidate have participated. This information will be provided to the Academic Lead and SRI prior to review and selection of candidates.
- At the initial meeting the committee will be made aware of the institution's commitment to and strategy for meeting its equity and diversity targets and any gaps. Please see sample agenda for first meeting.
- Selection criteria for chairs will be established in advance of reviews of candidates and should consider traditional and non-traditional scholarship and impact.

Selection of Shortlist and Final Candidate

- The Search Committee's recommendation for a short list of candidates to be invited for interview must be approved, in advance by the Oversight Committee. This recommendation is brought forward through the SRI unit.
- The Oversight Committee review of the candidates includes: confirmation that the selection considered a diverse pool of candidates, the recommended shortlisted candidates are of sufficient quality to be successful as a CRC nomination, and that the USask commitment and progress towards its equity targets are being addressed.
- The Oversight Committee approves the final candidate, prior to an offer being made.

Negotiations

- The academic lead will negotiate the final offer with the candidate.
- Negotiations for startup costs and salary are the responsibility of the academic lead, working with the VP Faculty Relations. The VP Faculty Relations will approve the final offer.
- Traditionally, the USask has guaranteed a faculty position regardless of the success of the CRC nomination. Units wishing to deviate from this tradition, are asked to consult with the Vice-Provost Faculty Relations.
- CRC nominees must be provided with an institutional support package over and above that provided to them as a faculty member.

DEVELOPING CRC NOMINATIONS

Developing and Submitting the Nomination Package

- The ADR will work with the candidate to develop the nomination package including the CRC nomination form and CFI. The ADR may choose to delegate this role to a department head or mentorship team. The ADR will sign off on the nomination package prior to submission.
- Copies of successful nominations are available from SRI.
- All CRC nominations are reviewed by the CRC Advisory Committee who then make a recommendation to the Oversight Committee for submission.

Process

- From now until April 2021, institutions may submit nominations at any time for candidates that assist the institution in addressing its equity goals. Candidates who are not a member of the FDG may only submit to the Secretariat's nomination deadline - https://www.chairs-chaire.gc.ca/program-programme/nomination-mise_en_candidature-eng.aspx#s8.
- Once a CRC nominee has accepted their letter of offer, ADR should contact sri.support@usask.ca to lay out a timeline for the development of the nomination package and accompanying CFI-JELF.
- The process for submitting a nomination includes:
 - Mandatory review by the CRC Advisory Committee of the nomination and CFI-JELF at least 6 weeks prior to submission. The CRC provides both formative feedback to the candidate and a recommendation to the Oversight Committee.
 - Submission of final package to SRI at least 1 week in advance anticipated submission to the Secretariat. The ADR must submit the final nomination package via UnivRS or electronically to sri.support@usask.ca.

CRC Search Sub-committee Terms of Reference

The Search Committee for CRCs will be established based on the college and/or discipline identified by the CRC 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 Oversight Committee is responsible for authorizing all CRC nominations, it is important that the Oversight Committee 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 Sub-committee will be established for all CRC searches, even when the academic unit is known at the time of the search. The membership of the sub-committee will be guided by Article 13.5.1.13, but will include individuals involved with the CRC Program at the U of S, as well as faculty representatives from the relevant academic unit(s).

The CRC Search Sub-committee will be responsible for refinement of the search parameters (provided by the CRC Oversight Committee), the advertising for and identification of suitable candidates, and guidance of the interview process.

Membership

The CRC Search Sub-committee will include:

- Associate Vice-President Research or designate – Co-Chair (non-voting member)
- Vice-Provost Faculty Relations or designate – Co-Chair (non-voting member)
- Director, Strategic Research Initiatives, OVPR or designate – resource
- Manager, Recruitment and Global Mobility, Human Resources or designate – resource/support (acting as equity advisor)

In addition to the above, the following sets of members will serve to guide the make up of the CRC Search Sub-committee, 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 Oversight Committee, 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 (December 2017), 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 Oversight 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 (December 2017)*, 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 CRC Oversight Committee
- 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 CRC Oversight Committee

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 CRC Oversight Committee.
- 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 Sub-committee 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 Oversight Committee will review the recommendation of the Search Sub-committee and authorize interviews.
3. The Search Sub-committee 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 Sub-committee will recommend one or more candidates to the Oversight Committee for authorization to nominate as a CRC.
2. The Search Committee will then be asked to vote on a recommendation on appointment to faculty.
3. With authorization of the Provost, the successful candidate will be offered appointment.
4. Nomination to a CRC will then follow.

Meeting Schedule

The Committee will meet as needed.

Canada Research Chair – Tier X

Title of Chair

Search Subcommittee Meeting

Agenda

1. Introductions – Vice-Provost Faculty Relations or Associate VP Research
2. Approval of Agenda – Vice-Provost Faculty Relations or Associate VP Research
3. Motivation for Search – Academic Lead for the Search
4. University commitments and progress towards equity targets – Zink
5. USFA Input – USFA representative
6. Human Resources Input - Carriere
7. Advertisement Discussion (attached) – All
8. Selection Criteria Discussion (attached) – All
9. Advertising Venues – All
10. Next Steps/Timeline
11. Adjournment