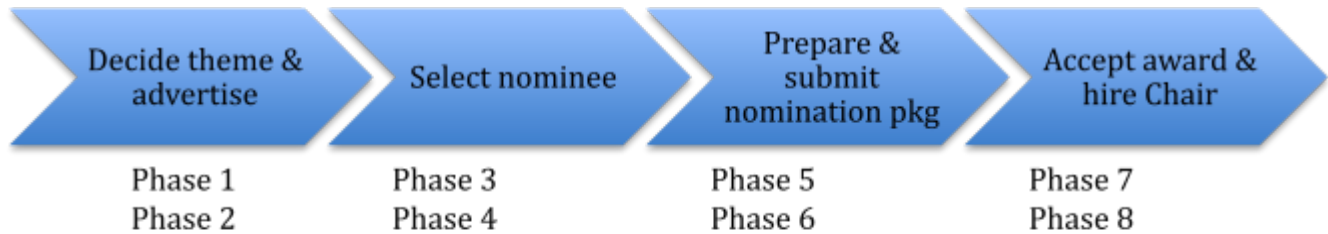


## PROCESS FOR NOMINATING AND ACCEPTING A CANADA RESEARCH CHAIR (CRC)

Updated: April 2024

### Preliminary

The Vice-President Academic and Research (VPAR), as Chair of the Application Review Committee (ARC), will be responsible for ensuring that the CRC requirements are met throughout the process and signing the CRC Institutional Attestation – Recruitment and Nomination Process as required.



### Phase 1 – Internal Decision and Announcement

Involves: VPAR, Associate Vice-President Research (AVPR), Office of Research Services (ORS), Dean's Council, Faculty Association (FA), Senior Management (VPAR and AVPR), Equity, Diversity and Inclusion (EDI) Officer, ARC (outlined in Collective Agreement), Equity Champion (member of ARC),

1. Request for Chair-Field of Research is distributed to the Deans by VPAR. Deans must demonstrate how the requested CRC a) supports the strategic research plan of the department/faculty and university; b) impacts UPEI and PEI in general; c) supports the chair application and proposal building, including administrative support. Also, Deans must provide some evidence that a diversity of applicants is possible or likely, to ensure applications from equity-deserving groups.
2. Requests are reviewed by Deans' Council, which will take into account the equity and diversity targets when allocating a chair position. They will also consider whether the field will potentially draw a diverse applicant pool and determine whether broadening the field of research may increase diversity in the pool. They will make a recommendation to Senior Management.
3. The recommendation of Deans' Council will be reviewed by Senior Management.
4. Senior Management will take into account the equity and diversity targets and gaps when allocating a chair position. They will also consider whether the field will potentially draw a diverse applicant pool.
5. Senior Management makes a decision to proceed with a search and nomination.
6. The Dean of Record & VPAR meet to discuss who will be part of the ARC. The duties are outlined in the Faculty Agreement Letter #2. Members should have representation from the area of expertise required, be multi-disciplinary, and represent various genders and/or cultures. ARC must include an Equity Champion and at least one individual from one of the four designated groups (women and gender minorities, persons with disabilities, Indigenous Peoples, and racialized individuals).

7. Invitations to participate in the ARC are sent by VPAR or designate.
8. The FA is advised that a search will occur and requests the FA appoint a committee member.
9. Committee members must complete the Equity, Diversity, and Inclusion training and submit confirmation to ORS before the first meeting of the ARC.
10. The Equity Champion will review the requirements of the Equity Champion role with the EDI Officer.
11. The EDI Officer will be invited to the first meeting of the ARC to explain the CRC-EDI requirements and expectations throughout the process.
12. The ARC meets to discuss:
  - a. Timelines (CRC accepts nominations in April and October and off-cycle)
    - i. Promotional material preparation & requirements for application.
    - ii. Where do we advertise, and how long do we leave it posted?
    - iii. When do we interview, and what meetings and presentations are required?
  - b. Who will prepare the job advertisement and promotional material?
  - c. How best to incorporate principles of equity, diversity, and inclusion into the job ad, including:
    - i. The inclusion of a requirement for applicants to provide an equity, diversity, inclusion, and reconciliation statement.
    - ii. Questioning whether each of the qualifications for the position is directly tied to an essential job duty (in recognition of the fact that each qualification will serve to narrow the pool and reduce diversity).
  - d. Best places to advertise.
  - e. Locations to consider for sharing advertisements or practices that could expand the pool to more women and gender minorities, persons with disabilities, Indigenous Peoples, and racialized individuals.
  - f. The selection criteria and assessment process.
  - g. Contact person for inquiries (usually the Dean).
  - h. Meeting dates and agenda items.

## Phase 2 – Advertising and Responding to Inquiries

Involves: VPAR, ORS, Dean of Record, ARC, EDI Officer, CRC Secretariat, Applicants

1. The job advertisement must be written in compliance with the government Requirements for Recruiting and Nominating Canada Research Chairs. It will include the standardized equity language (to obtain or request changes to the language, contact the EDI Officer).
2. The EDI Officer will review the job advertisement to confirm compliance with Phase 1 and make recommendations for addressing equity, diversity, and inclusion concerns within the job ad.
3. ORS sends the job advertisement to the CRC Secretariat for approval.
4. Staffing Authorization Request (SAR) is completed and approved by the Dean of Record with the applicable account number.
5. The job advertisement is posted (by the Dean's office) in selected locations for a minimum of 30 days (including the UPEI CRC webpage, Canadian Association of University Teachers (CAUT), and University Affairs magazine) and distributed widely by the selection committee and others.
6. The ARC will advise ORS of the locations the job advertisement was posted, so appropriate records can be maintained.
7. The CRC Secretariat is notified on the exact day of posting, that the job advertisement is now posted online.
8. A notice is sent to the campus community via campus notices and internal UPEI research listservs.

9. The contact person answers inquiries from potential applicants (usually the Dean).
10. Applications are received by ORS. ORS checks eligibility (e.g., 10 years since Ph.D., cover letter, references). Career gaps and personal circumstances will be taken into consideration in determining eligibility. If assistance is required, ORS seeks guidance from the EDI Officer.
11. ORS distributes a self-identification form to all applicants. This information is kept confidential and used to help identify if our advertising methods attract a broad pool of candidates.
12. ORS manages the justification process with CRC if requested.
13. ORS compiles and distributes eligible applications to committee members for review.
14. ORS writes acknowledgement correspondence to applicants.

### Phase 3 – Review & Shortlist Applications

Involves: VPAR, ORS, ARC, Dean of Record, FA, Human Resources (HR)

1. ARC must consider the requirement from CRC for UPEI to meet and/or sustain the current equity and diversity targets.
2. ARC reviews applications, documents the evaluation processes and decisions, and shortlists one to three candidates.
3. Assessment of all qualified candidates must be documented, and applicants can request feedback.
4. ORS writes unsuccessful applicants and thanks them for their interest.
5. ORS sends letters to selected candidates (from VPAR) and invites them to come to UPEI to make presentations and meet with various groups/individuals.
6. ORS & Dean's office set up the Candidate(s) visits, based on the recommendation of ARC, and includes meetings with ARC, HR, VPAR, relevant faculty, the Department of Dean of Record, and the FA. During these visits, the candidates will have the opportunity to view relevant research/lab space and equipment (if available).
7. ORS and VPAR submit Institutional mid-point Attestation for the CRC Secretariat.

### Phase 4 – Select & Obtain Approval of Nominee

Involves: VPAR, ORS, ARC, Senior Management, Dean, and Candidate

1. ARC reviews feedback from the community and individuals involved in interviews during the candidate's visits.
2. ARC makes a recommendation which the Chair of the ARC will bring to Senior Management with rationale for choice.
3. Senior Management reviews and accepts / declines the recommendation.
4. If Senior Management declines to nominate, then further discussion is required; i.e., is the same search extended or cancelled, or is a new search required (back to Phase 1).
5. If Senior Management supports the nomination, ORS notifies the successful candidate that we will proceed with a CRC nomination. Timelines are reviewed, and schedules are created.
6. Dean will obtain the CRC Hiring Guidelines, Negotiation Worksheet, CRC Offer Recommendation Form, and Letter to Candidate from ORS.
7. Dean will provide the Nominee with the Letter to Candidate (signed by VPAR) and the Negotiation Worksheet.
8. Contract negotiations are conducted between the Dean and the candidate.
9. Dean submits the CRC Offer Recommendation Form to the VPAR.
10. The Candidate accepts the Nomination. (Candidates must accept the nomination in writing, e.g., by Email, in order to move forward).

11. Both the terms of employment and agreement on necessary resources (including office and lab space) are concluded within the contract negotiations during this phase. The contract negotiation worksheet is utilized to assist the negotiation between the Dean and the Candidate.

#### **Phase 5 – Prepare Nomination Package**

Involves: VPAR, ORS, Budget Officer, ARC, Nominee, Referees, HR, Canada Foundation of Innovation (CFI) if it is involved, Facilities Management may be engaged for renovation costs.

1. ARC (or a member of the Committee) works closely with the Nominee to prepare the nomination package (feedback, review, editing, and final review).
2. ARC works closely with VPAR on the budget and institutional contribution section (Budget Officer).
3. Letters of reference are requested and submitted directly to CRC by the referees.
4. In some cases, the Nominee returns to UPEI for a 'writing' visit and to potentially house hunt. Sometimes significant others are invited on this trip (Dean's pre-approval required).
5. After the Candidate has visited, Candidate approval is received confirming that the research/lab space has been viewed and is appropriate, or Dean and VPAR agree on changes to secure adequate space and equipment if needed.
6. A CFI application may be considered as an additional application if applicable to the Nominee's research (ORS). The ARC (or a member of the Committee) works closely with the Nominee to prepare the CFI nomination package (feedback, review, editing, and final review).

#### **Phase 6 – Submit Nomination Package**

Involves: ORS, VPAR, and Nominee

1. VPAR to approve CRC nomination package online.
2. Submit to CRC / CFI by the deadlines.

#### **Phase 7 – Accept Award and Open Accounts (~6 months after submission)**

Involves: ORS, VPAR, Dean, Chair, HR, Accounting, Board

1. Unofficial announcement from CRC.
2. If the Nominee is not successful, ORS notifies the Dean and Nominee.
3. Contract documents finalized and start date approved (Dean & Chair of Record approval).
4. Dean & Chair prepare the hiring package to be sent for Board approval. Package must include a copy of the CV, CRC Award Letter, and three letters of reference.
5. Notice of Award approved by the VPAR and Nominee on the Convergence Portal (30-day window).
6. Account opening information sent to Accounting (ORS).

#### **Phase 8 – Startup at UPEI and Establishment of Research Program**

Involves: Successful Candidate, Dean

1. Dean to provide the successful candidate with a copy of the Research @ UPEI Start Up Guide.
2. The successful candidate applies for start-up funding, as negotiated in the contract.
3. Dean ensures the office is ready with all required equipment.
4. Dean ensures research space is available as committed in the nomination document.
5. If CFI has been approved, the successful candidate will begin to purchase equipment.