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Consultative Bodies	Research Board Administrative Council
Policy Owner	Vice-President Research, Innovation and International
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PROCEDURE TITLE: Canada Research Chairs Recruitment Procedure

PURPOSE

The purpose of this procedure is to outline the University's process for recruiting Canada Research Chairs in a fair, transparent and equitable manner.

GENERAL PRINCIPLES

The process must be consistent with the principles and safeguards embodied in the Tenure and Tenure-Track Faculty Collective Agreement.

UOIT is committed to an open, equitable and transparent recruitment and hiring process for each Canada Research Chair. The CRC *Guidelines for ensuring a fair and transparent recruitment and nomination process* will be followed. The following documentation will be kept by the Human Resources department:

- A copy of all job postings. This information will include duration and location of advertising. All job postings will clearly indicate individuals from the 4 FDGs are strongly encouraged to apply.

- Records of the hiring committee's composition.

- Records on the hiring process including where job postings are advertised, number of applicants, number of interviews held, interview questions, selection process including evaluation of candidates and actions undertaken if initial candidate declines.

DEFINITIONS

"Base Chair Allocation" means the commitment to allocate one Canada Research Chair to each of the seven Faculties.

"Canada Research Chair" means the following:
Tier 1 Chairs, tenable for seven years and renewable, are for outstanding researchers acknowledged by their peers as world leaders in their fields. For each Tier 1 Chair, the university receives $200,000 annually for seven years.

Tier 2 Chairs, tenable for five years and renewable once, are for exceptional emerging researchers, acknowledged by their peers as having the potential to lead in their field. For each Tier 2 Chair, the university receives $100,000 annually for five years.

"Competitive Chair Allocation" means the process by which the VPRII allocates the Canada Research Chairs, above the Base Chair Allocation.

"Four Designated Groups (FDGs)" is a term used by the CRC Secretariat and refers to women, persons with disabilities, Aboriginal Peoples and members of visible minorities.

"National Reallocation" means the process conducted every two years, by the Tri-Agency Institutional Programs Secretariat, based on the research grant funding received by researchers at UOIT from the three granting agencies – CIHR, NSERC, and SSHRC – in the three years prior to the year of the allocation. The university is notified about the results of the re-allocation. The outcome, could result in an increase, decrease, or maintenance of the number of Chairs allocated to the University.

SCOPE AND AUTHORITY

1. This procedure applies to Canada Research Chairs allocated to UOIT.

2. The Vice-President Research, Innovation and International (VPRII), or successor thereof, is the Procedure Owner and is responsible for overseeing its implementation, administration and interpretation.

PROCEDURES

3. **CRC Allocation Process**

   3.1. Central Allocation Model

   3.1.1. UOIT allocates Canada Research Chairs through a Base Chair allocation and a Competitive Chair Allocation processes. The procedures are outlined in the CRC Allocation Procedure.

   3.1.2. The Dean of the Faculty will be notified by the VPRII if they have been allocated a Canada Research Chair. The Dean of the Faculty must adhere to the CRC Recruitment Procedures to ensure equity, diversity and inclusiveness in the recruitment process.

4. **Recruitment**

   4.1. The CRC recruitment and hiring process is conducted in accordance with the appointment process as outlined in the *Collective Agreement between The UOIT and UOIT's Faculty Association for Tenured and Tenure-Track Faculty*.

   4.2. As per the Collective Agreement a Search Committee is convened as an advisory committee to the Dean, or designate.

4.3. **Composition of a CRC Search Committee:**

The Dean, or designate, will chair the search committee and appoint:

4.3.1. At least four (4) faculty members, at least two of which are faculty members from the faculty in which the appointment is to be made.

4.3.2. A non-academic staff member.

4.3.3. In the event that the appointment is to be shared by more than one faculty, a faculty member from each faculty is appointed to the committee.

4.3.4. The Search Committee, in addition to the collective agreement(s) requirements, shall include the following:

- Director of Research Services (or designate) to ensure adherence with CRC requirements

- An equity officer (or equivalent)

4.3.5. The Dean responsible for the Search Committee, shall make reasonable efforts to included representation from the FDGs.

4.3.6. Upon convening the Search Committee, the committee members shall engage in discussions and participate in training as follows:

- Acknowledge that diversity and excellence are fully compatible goals to be pursued simultaneously.

- Identify selection criteria and develop the position description prior to beginning the search and before the job posting is prepared so that it accurately describes the job and the qualifications being sought.

- Establish plans for actively recruiting quality applications from individuals in the FDGs, prior to beginning the search.

- Implement practices that will mitigate evaluation biases that result in unfair evaluation of any candidate.

- Be aware of and actively aim to reduce or eliminate unconscious bias through training and awareness-building activities.

- Understand UOIT's CRC Equity, Diversity and Inclusion Action Plan to address underrepresentation in the FDGs and use collected data to identify current gaps within UOIT's CRC targets and to inform strategies to fill these gaps.

- Training on recruitment, selection and hiring processes delivered by the HR department. At a minimum, committee members will be required to complete the following: Gender-based analysis plus (GBA+); the CRC Secretariat's Unconscious Bias in Peer Review training video; training module; and Harvard Implicit Association Test .

4.4. **Candidate Search**

4.4.1. *Selection Criteria*

Prior to advertising, the Search Committee develops bona fide and specific selection criteria, based on the CRC Program and UOIT strategic research program selected through the CRC allocation procedure. Candidates will be assessed fairly and transparently against these selection criteria at all stages of the selection process.

4.4.2. *Advertisement*

4.4.3. All CRC positions will be posted in the "*CAUT Bulletin*" and AUCC's "*University Affairs*" and on UOIT's website. Reasonable efforts will be made to attract a diverse pool of potential applicants, in particular, to address any underrepresentation among the FDGs as per the annual CRC Program target-setting exercise. This will include proactive outreach activities such as tapping into special caucuses, focus groups, and networks specific to the FDGs and research discipline.

4.4.4. The cost of advertising will be shared by HR (from the annual budget allotted to the Faculty) and the Provost's Office. In special circumstances, to help broaden recruitment, and ensure proactive recruiting of individuals in the FDGs, the VPRII will co-share advertising costs.

4.4.5. In addition to reflecting the university's tenure track hiring process the advertisement is developed to clearly articulate the selection criteria and will be posted broadly to ensure fair and equitable access. Advertisements will communicate the goal of a fair and transparent recruitment process through the inclusion of the following elements:

- open advertising with a statement of commitment to equity in the nomination and appointment process intended to encourage candidates from the FDGs to apply;
- active recruitment measures for members of underrepresented groups.

4.4.6.   The statement of commitment to equity in the nomination and appointment process is as follows:
- *UOIT is an equal opportunity employer and welcomes applications from all qualified candidates, while especially encouraging women, members of visible minorities, Aboriginal peoples and persons with disabilities to apply. The CRC program imposes no restrictions on nominees with regard to nationality or country of residence. UOIT respects people's different needs and therefore will take all reasonable steps to ensure accommodation for applicants where appropriate. If you require an accommodation to participate in the recruitment process, please notify [designated HR representative]. For more information, see http://accessibility.uoit.ca.*

4.4.7.   The advertisement will inform potential applicants who are more than 10 years from having earned their highest degree and/or where applicable exceptional circumstances are present, to have their eligibility reviewed through the Tier 2 justification process. Where breaks in the candidate's research career exist due to maternity or parental leave, extended sick leave, clinical training, family care, etc., the Tier 2 justification process will be used to review a candidate's eligibility.

4.4.8.   The advertisement will separate the specific eligibility criteria required **by the institution** from that required **by the Canada Research Chairs Program** (as outlined on the Canada Research Chairs website). For example, while UOIT may require that applicants hold a PhD for a given position, this is not a program requirement (i.e., some chairs may hold other terminal degrees, or a combination of degrees, that render them eligible for the program). Avoid statements such as "In accordance with the regulations set out for Tier 2 Canada Research Chairs, the candidate will hold a PhD (obtained within the last 10 years)."

4.4.9.   Advertisements will be approved by the Office of Research Services prior to posting to ensure alignment with CRC program requirements.

4.5   *Candidate Short List and Interviews*

4.5.1   The Search Committee, to ensure career interruptions and other CRC criteria are fairly considered, will utilize the following resources to be

provided by Human Resources prior to commencing applicant screening and interviews:

- CRC UOIT Hiring Guide
- CRC criteria based evaluation matrix
- Standardized interview questions

4.5.2   Applications are assessed on the basis of the published job requirements of the position, as articulated in the public advertisement.

4.5.3   Upon completion of the first review, based on the CRC selection criteria, the Search Committee will again review each application to determine which candidates should be interviewed (short list). The resulting short list includes the most qualified candidates for the position.

4.5.4   A set of standardized interview questions to be used consistently for all candidates is developed prior to the interviews. The questions will be based on the pre-determined and objective selection criteria and will be in line with human rights legislation.

4.5.5   The search committee will advise the candidates prior to a site visit of the steps in the interview process which may include: interview with the candidate; presentation by the candidate; meetings with students; informal meeting or lunch/dinner; meeting with industrial or community stakeholders; meeting with the Dean; formal interview with the Search Committee; wrap up meeting with the candidate.

4.5.6   Interview documentation and detailed, accurate notes regarding a selection decision are compiled and stored in accordance with UOIT's *Records Management Policy.*

4.6   Reference Checks

4.6.1   Reference checks are conducted in accordance with the [Collective Agreement](#).

4.7   The Offer

4.7.1   The search committee will make a candidate recommendation to the Dean. The Dean will submit an appointment file containing the recommendation to hire the successful candidate pending approval of the Provost and the VPRII and contingent upon a successful nomination to the CRC Program.

4.7.2   The Dean will inform the selected candidate that they have been recommended for appointment and discuss with them potential terms and conditions of appointment contingent upon a successful CRC nomination.

MONITORING AND REVIEW

5.   This procedure will be reviewed as necessary and at least every three years. The VPRII, or successor thereof, is responsible to monitor and review this Procedure.

RELEVANT LEGISLATION

6.   Ontario Human Rights Code

RELATED POLICIES, PROCEDURES & DOCUMENTS

7.   Faculty Association Collective Agreement
8.   CRC Allocation Procedure
9.   CRC Advancement Procedure
10.   CRC Institutional Support Procedure
11.   CRC Renewal Procedure
12.   CRC UOIT Hiring Guide
13.   CRC criteria based evaluation matrix
14.   Standardized Interview Questions
15.   UOIT Records Management Policy