

**AUTHORIZATION TO ADVERTISE ACADEMIC VACANCY**

**For CRC Tier 2 CHAIRS *(Internal Search)***

**IN CANADIAN ASSOCIATION OF UNIVERSITY TEACHERS (CAUT) BULLETIN**

Please use *one* form per vacancy. Complete the advertisement in *paragraph form* in the space provided below or use a separate page. (See sample on reverse.)

**Information to be included:**

1. **Title (maximum 150 characters – less/concise is better; (Indicate if internal);**

**Specify area of research or dept**, **eg. SAMPLE ONLY**

* CRC Tier II Chair in Aquatic Microbiology, Assistant Professor (sample only)
1. **Body of advertisement (maximum 1,000 words), include the following information (see sample on next page)** Department/School and Faculty; Title of position; Qualifications required; Nature of duties; CRC Tier II eligibility and justification statements; Salary Range; Name and address of person to whom applications/inquiries should be sent; Effective date of appointment; Closing date for receipt of application; Equity statement.

Signature of Chair/Director Date:

Signature of Dean Date:

Approved: Vice-President Academic & Provost Date:

PUBLICATION NOTES:

***SAMPLE ADVERTISEMENT FOR CRC TIER 2 Chairs – Be specific -* Body of ad (max 1,000 words)**

Date Advertised:

Title: Rank, Area

The ***<Department/School>*** in the Faculty of ***<xxx>*** at the University of Waterloo is seeking an exceptional scholar and researcher to *(internally)* fill a Tier 2 Canada Research Chair and tenure track position at the rank of ***<Assistant>*** Professor beginning ***<date > or*** with ananticipated start date of ***<date>***.

The department is looking for candidates *(within the department of xxx (if internal search))* with a PhD or equivalent in **<*research area>*** or a related discipline. The candidate will propose an innovative program of high-quality research that will attract external funding and excellent, well qualified and diverse graduate students. Evidence of an actively developing research program with emphasis on **<*research topics>*** and a successful record of Tri-Agency funding is required. Ability and desire to partner with faculty in closely related fields is required.

Duties include research, teaching at the undergraduate and graduate level, service to the unit, and the supervision of graduate students. Experience developing an array of traditional and on-line courses for a diverse student body is required. The successful candidate will have a reduced teaching load during the term of the CRC. Applicants whose research aligns with the strategic plan of the department/school, which constitutes ***<department’s mandate or mission statement or SRP>,*** would be preferred.

The successful candidate will be appointed as a regular member of the Department/School and will be subsequently nominated for a Tier 2 Canada Research Chair. Nominations for Canada Research Chairs (CRC) are subject to review by the CRC Secretariat and appointment as a CRC is conditional on their approval (see the CRC [terms of reference](http://www.chairs-chaires.gc.ca/)). The University of Waterloo is committed to providing the candidate with the support required to secure the CRC.

The successful candidate will have obtained a PhD or equivalent within ten years of nomination to the CRC position and will be an outstanding emerging scholar with a demonstrated potential to achieve a significant international reputation in the next five to ten years. 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 which can be found at: <http://www.chairs-chaires.gc.ca/program-programme/nomination-mise_en_candidature-eng.aspx#s3>. The University of Waterloo understands the impact that legitimate career interruptions (e.g. parental leave, leave due to illness) can have on a candidate’s record of research achievement and encourages potential candidates to explain in their application the impact this may have on their record; this information will be taken into careful consideration during the assessment process.. Please consult the [CRC website](http://www.chairs-chaires.gc.ca/) and the Office of Research for full program information, including further details on eligibility criteria.

**For External Searches ONLY -** The salary range for this position at the <***rank of*, i.e. *Assistant Professor***> rank is ***<base salary amount>*** to ***<top salary amount>***. Negotiations beyond this salary range will be considered for exceptionally qualified candidates. (the 2nd sentence is to be used at the discretion of the hiring department)

Applications received by <date> [*at least 30 days from the posting date*] will be given full consideration. However, applications will continue to be reviewed until the position is filled**.** **OR** … The closing date for applications is ***<date >.*** Three letters of reference will be requested for applicants invited for an interview. Send curriculum vitae, cover letter, teaching and research statements and up to ***<number and type of sample publication material>*** to: Professor xxx <>, Chair/Director, Department/School of xxx, Faculty of xxx, University of Waterloo, Waterloo, Ontario N2L 3G1 Canada.

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is centralized within our [Indigenous Initiatives Office](https://uwaterloo.ca/human-rights-equity-inclusion/indigenousinitiatives) (<https://uwaterloo.ca/human-rights-equity-inclusion/indigenousinitiatives>).

**Include one of the following Equity Statement Options A to E (questions can be directed to the Office of Research (****crc@uwaterloo.ca****):**

**Option A: Generic Advertisement (non-targeted language) Delete the following 2 paragraphs if targeting a specific group**

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion.  As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as Indigenous peoples (e.g., First Nations, Métis, Inuit/Inuk), Black, racialized, people with disabilities, women and/or 2SLGBTQ+.

We strongly encourage **all applicants** to complete the [self-identification applicant survey](https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_08RcdJzz6YAh4TX) at <https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_08RcdJzz6YAh4TX>. When an applicant voluntarily discloses information in their Survey, the information will be kept strictly confidential and will be used only for the fulfillment of CRC program purposes(s) detailed at: <http://www.chairs-chaires.gc.ca/program-programme/equity-equite/index-eng.aspx>.

The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview or workplace accommodation requests please contact Occupational Health (occupationalhealth@uwaterloo.ca or Karen – extension 40538); who will work with the selection committee to secure accommodation while ensuring that the information is safe-guarded and confidentiality is maintained. If you have any questions regarding the position, the application process, assessment process, eligibility, or the CRC program, please contact [department contact name and contact information].

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All qualified candidates are encouraged to apply, however Canadians and permanent residents will be given priority.

**Three reasons to apply:** [**https://uwaterloo.ca/faculty-association/why-waterloo**](https://uwaterloo.ca/faculty-association/why-waterloo)**.**

**Option B: Generic Priority Equity Language (group target) Delete next 3 paragraphs if not required**

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion.  As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as Indigenous peoples (e.g., First Nations, Métis, Inuit/Inuk), Black, racialized, people with disabilities, women and/or 2SLGBTQ+.

Based on existing demographics in the Canada Research Chairs at the University of Waterloo, priority in selection will be given to members of one or more of the designated groups currently underrepresented among Waterloo’s CRC complement: women, Indigenous peoples and members of visible minorities. Improving the representation, participation and engagement of equity–seeking groups within our community is a key objective of [Waterloo’s Strategic Plan 2020-2025](https://uwaterloo.ca/strategic-plan/).

We strongly encourage **all applicants** to complete the [self-identification applicant survey](https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_08RcdJzz6YAh4TX) at <https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_08RcdJzz6YAh4TX>. When an applicant voluntarily discloses information in their Survey, the information will be kept strictly confidential and will be used only for the fulfillment of CRC program purposes(s) detailed at: <http://www.chairs-chaires.gc.ca/program-programme/equity-equite/index-eng.aspx>

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All qualified candidates are encouraged to apply, however Canadians and permanent residents will be given priority.

**Three reasons to apply:** [**https://uwaterloo.ca/faculty-association/why-waterloo**](https://uwaterloo.ca/faculty-association/why-waterloo)**.**

# **Option C: Single Category Priority Equity Language (single target) Delete next 3 paragraphs if not required**

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion.  As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as Indigenous peoples (e.g., First Nations, Métis, Inuit/Inuk), Black, racialized, people with disabilities, women and/or 2SLGBTQ+.

Based on existing demographics in the Canada Research Chairs at the University of Waterloo, priority in selection will be given to individuals who self-identify as (fill in appropriate category: [women], [an Indigenous person], [a member of a visible minority]). Improving the representation, participation and engagement of equity–seeking groups within our community is a key objective of [Waterloo’s Strategic Plan 2020-2025](https://uwaterloo.ca/strategic-plan/).

We strongly encourage **all applicants** to complete the [self-identification applicant survey](https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_08RcdJzz6YAh4TX) at <https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_08RcdJzz6YAh4TX>. When an applicant voluntarily discloses this information in their application, the information will be kept strictly confidential and will be used only for the fulfillment of CRC program purposes(s) detailed at: <http://www.chairs-chaires.gc.ca/program-programme/equity-equite/index-eng.aspx>.

The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview or workplace accommodation requests please contact Occupational Health (occupationalhealth@uwaterloo.ca or Karen – extension 40538); who will work with the selection committee to secure accommodation while ensuring that the information is safe-guarded and confidentiality is maintained. If you have any questions regarding the position, the application process, assessment process, eligibility, or the CRC program, please contact [department contact name and contact information].

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**Three reasons to apply:** [**https://uwaterloo.ca/faculty-association/why-waterloo**](https://uwaterloo.ca/faculty-association/why-waterloo)**.**

**Completed Special Programs Justification Form (*from the Research Office*) must accompany all ads using Option D or Option E**

**Option D: Generic Restricted Equity Language (group target) Delete next 2 paragraphs if not required**

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion.  As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as Indigenous peoples (e.g., First Nations, Métis, Inuit/Inuk), Black, racialized, people with disabilities, women and/or 2SLGBTQ+.

However, this particular selection process will follow the provisions for a special program as described by the [Ontario Human Rights Commission](http://www.ohrc.on.ca/en/your-guide-special-programs-and-human-rights-code) in order to address the underrepresentation of individuals from equity-seeking groups among our Canada Research Chairs, which has been identified through research ([Canadian Association of University Teachers, 2018](https://www.caut.ca/sites/default/files/caut_equity_report_2018-04final.pdf); [Council of Canadian Academies, 2012](https://cca-reports.ca/reports/strengthening-canadas-research-capacity-the-gender-dimension/); [Henry et al., 2017](https://www.ubcpress.ca/the-equity-myth); and [Witteman, Hendricks, Straus, & Tannenbaum, 2019](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736%2818%2932611-4/fulltext)) to be systemic in nature. As such, this opportunity is open only to individuals who self-identify as members of one or more of the designated groups currently underrepresented among Waterloo’s CRC complement: women, Indigenous peoples and members of visible minorities. Improving the representation, participation and engagement of equity–seeking groups within our community is a key objective of [Waterloo’s Strategic Plan 2020-2025](https://uwaterloo.ca/strategic-plan/).

All applicants to this CRC opportunity are required to self-identify using the [self-identification applicant survey](https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_08RcdJzz6YAh4TX) at <https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_08RcdJzz6YAh4TX>. Because this is a special opportunity for members of the four designated groups, applicant self-identification information will be used for the purposes of screening and consideration. Please note that this information will be securely accessed only by members of a central selection committee and, for nominees selected, for the fulfillment of CRC program purposes(s) detailed at: <http://www.chairs-chaires.gc.ca/program-programme/equity-equite/index-eng.aspx>.

The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview or workplace accommodation requests please contact Occupational Health (occupationalhealth@uwaterloo.ca or Karen – extension 40538); who will work with the selection committee to secure accommodation while ensuring that the information is safe-guarded and confidentiality is maintained. If you have any questions regarding the position, the application process, assessment process, eligibility, or the CRC program, please contact [department contact name and contact information].

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# **Option E: Single Category Restricted Equity Language (single target) Delete next 2 paragraphs if not required**

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However, this particular selection process will follow the provisions for a special program as described by the [Ontario Human Rights Commission](http://www.ohrc.on.ca/en/your-guide-special-programs-and-human-rights-code) in order to address the underrepresentation of individuals from equity-seeking groups among our Canada Research Chairs, which has been identified through research ([Canadian Association of University Teachers, 2018](https://www.caut.ca/sites/default/files/caut_equity_report_2018-04final.pdf); [Council of Canadian Academies, 2012](https://cca-reports.ca/reports/strengthening-canadas-research-capacity-the-gender-dimension/); [Henry et al., 2017](https://www.ubcpress.ca/the-equity-myth); and [Witteman, Hendricks, Straus, & Tannenbaum, 2019](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736%2818%2932611-4/fulltext)) to be systemic in nature. As such, this opportunity is open only to individuals who self-identify as (fill in appropriate category: [women], [an Indigenous person], [a visible minority]). Improving the representation, participation and engagement of equity–seeking groups within our community is a key objective of [Waterloo’s Strategic Plan 2020-2025](https://uwaterloo.ca/strategic-plan/).

All applicants to this CRC opportunity are required to self-identify using the [self-identification applicant survey](https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_08RcdJzz6YAh4TX) at <https://uwaterloo.ca1.qualtrics.com/jfe/form/SV_08RcdJzz6YAh4TX>. Because this is a special opportunity for a specific member of the four designated groups, applicant self-identification information will be used for the purposes of screening and consideration. Please note that this information will be securely accessed only by members of a central selection committee and, for nominees selected, for the fulfillment of CRC program purposes(s) detailed at: <http://www.chairs-chaires.gc.ca/program-programme/equity-equite/index-eng.aspx>.

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***Notes:***

1. **All advertisements must include one of the equity statements as shown in the sample ad (Options A-E)**
2. **All advertisements must include the following statement:**­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**Three reasons to apply:** [**https://uwaterloo.ca/faculty-association/why-waterloo**](https://uwaterloo.ca/faculty-association/why-waterloo)**.**
3. **All advertisements must include a specified rank**
4. **All external advertisements must include the salary range (when posting for an internal candidate, there is no need to post a salary range)**
5. **All CRC advertisements must be posted for at least 30 days.**
6. **All CRC ads must include a contact person in the department who can answer questions related to the process and a statement to contact Occupational Health to request accommodations.**
7. **All CRC ads must include a statement that the University recognizes the legitimate impact that leaves (e.g. parental leave, leave due to illness) can have on a candidate’s record of research achievement and that these leaves will be taken into careful consideration during the assessment process.**
8. **CRC Tier 2 ads must include the justification statement that is required for consideration as an emerging scholar when the time from the PhD exceeds 10 years along with the link to the CRC page.**
9. **Mailing Address/Electronic Submission**

If applications are to be submitted electronically, there is no need to include a mailing address.

1. **Letters of Reference -** References for applicants will only be required for individuals invited for an interview. Departments can go beyond this if they require additional information from all applicants.
2. **Professional Qualifications**

Departments will add a statement to the advertisement if a Professional Designation or licensure is required.

1. **Request for sample publication material**

If asking for sample journal articles/book chapters/conference proceedings/etc., be specific. State exactly what you require and how many, e.g. up to three reprints of current journal articles, two preprints, etc.