

CRC Selection Committee Cover Memo

For the purposes of this Memo, Selection Committee refers to either the DACA/SACA (concurrent external/internal advertisement) or the internal Selection Committee that was formed (internal advertisement)

Instructions For Selection Committee

- Use this document to guide you through the steps for selecting and nominating a Canada Research Chair.
- Complete and sign this document, and attach as a cover memo to the CRC Internal Nomination Form.
 - If you have questions at any point, contact the Office of Research (UW CRC, crc@uwaterloo.ca).
 - To protect applicants' privacy and confidentiality, provide generic descriptions i.e., do not name specific applicants.
- Submit the CRC Internal Nomination Form package to the CRC manager, Office of Research, third floor, EC5.
 - The cover memo will be reviewed by the Vice-President, University Research, or a designate to ensure that CRC requirements have been met. The CRC Internal Review Committee will not review it.
- This memo may be provided to the Canada Research Chairs Program as part of their ongoing monitoring of recruitment and nomination processes.

Selection Committee

1. Upon receiving a CRC allocation, the academic unit head contacted the Office of Research (crc@uwaterloo.ca) for Waterloo's internal CRC arrangements (financial and non-financial) and renewal criteria information.
2. The selection committee was established following all relevant University/Faculty/Departmental Policies/guidelines (e.g. [Policy 65](#), [Policy 69](#), [Policy 76](#)) and [CRC selection practices/policies](#) to select new CRC nominees.
3. The selection committee:
 - a. had more than one member
 - b. included one or more individuals from the Four Designated Groups (FDG; women, visible minorities, persons with disabilities, Indigenous peoples).
 - If not, provide a description of how diversity was considered in forming the selection committee

- c. included an equity champion. Champion’s name _____
- 4. All selection committee members received Equity, Diversity, and Inclusion (EDI) training prior to committee work starting or had received equity training within the 12 months before the committee was formed (contact Lynn Long (l3long@uwaterloo.ca) to set up EDI training)
- 5. Potential conflict of interest throughout the entire process was managed (see [Policy 69](#))
- 6. The selection committee decided the strategic area to be filled by the chair position and the evaluation criteria that would be used to identify a nominee *after* EDI training was complete and *prior to* advertising the position.
 - a. Briefly describe how [UW’s equity targets and gaps](#) were taken into account when deciding which field to support with a Chair and whether to limit the pool to internal candidates.

Advertisements/Search for Applicants¹

- 7. **(Concurrent external/internal advertisement only)**
 - a. The [CAUT Authorization to Advertise for Tier 1 / Tier 2 CRC](#) template was used to create the advertisement
 - b. The advertisement was approved by the Office of Research
 - c. The advertisement used inclusive, unbiased, and ungendered language focused only on the qualifications and skills necessary to do the job
 - d. The advertisement was distributed as widely as possible (including to faculty members) and targeted FDG to obtain a diverse group of applicants
 - e. The advertisement provided a **minimum of 30 days** for applications to be submitted
- 8. **(Internal advertisement/transparency statement only)**
 - a. The [CAUT Authorization to Advertise for Tier 1 / Tier 2 CRC](#) template was used to create the advertisement
 - b. The advertisement and transparency statement were approved by the Office of Research

¹ The time from advertisement to application submission must be less than two years.

- c. The advertisement and transparency statement used inclusive, unbiased, and ungendered language focused only on the qualifications and skills necessary to do the job
- d. The advertisement was sent to a minimum of the entire department/Institute/Centre/School or Faculty
- e. The advertisement provided a **minimum of 30 days** for applications to be submitted
- f. The advertisement was distributed to faculty members on the same day that the transparency statement was posted on the [UW CRC Public Accountability website](#)

9. (All advertisements)

Describe all of the proactive efforts to recruit applicants from the FDG (e.g., list websites the job was posted to, other means of outreach that were undertaken, ensuring that the targeted field of research was sufficiently broadly defined, how broadly the internal advertisement was distributed, any other relevant information).

10. (All advertisements)

The names and email addresses of all applicants were provided to the Equity Office, indicating those applicants selected for an interview (equity@uwaterloo.ca). (Applicants will be asked to complete an Equity Survey to assess effectiveness of outreach strategies and to determine the diversity of the pool. Aggregate data will be shared with the selection committee within three weeks of names being provided to Equity Office)

- a. Provide the aggregate data from the Equity Office’s Equity Survey of applicants.

Designated Group	% of Applicants	% of Interviewees
Women		
Members of visible minorities		
Persons with disabilities		
Indigenous peoples		

Evaluation/Nomination Decision

- 11. The same evaluation criteria, rubrics, and/or assessment grids were used for all applicants
- 12. All evaluation processes and decisions at each stage of the process were carefully documented and all records related to the recruitment process including this checklist will be retained for a **minimum of 48 months** from the date the final application is submitted to the CRC program.
- 13. Briefly describe each of the following (if you need more space, please append extra pages at the end of the report):
 - a. the measures taken to ensure individuals who required accommodations or who have had career interruptions (including the transition to being on leave and coming back to work) were not disadvantaged during the nomination/assessment process;

- b. how the committee applied the Merit Review Guidelines for Indigenous Research when assessing an Indigenous CRC nomination (available at http://www.sshrc-crsh.gc.ca/funding-financement/merit_review-evaluation_du_merite/guidelines_research-lignes_directrices_recherche-eng.aspx);

- c. how the committee ensured that the assessment process did not undervalue scholarship or research that is non-traditional or unconventional, based on Indigenous ways of knowing, outside the mainstream of the discipline, or focused on issues of gender, race, or minority status;

- d. how the final decision was reviewed to ensure that bias (conscious or unconscious) did not negatively impact the decision-making process and that it aligns with UW's CRC EDI Action Plan; and

e. how the final nominee’s research area aligns with UW’s strategic priorities.

14. The academic unit head worked with the nominee to develop renewal criteria (submit as attachment to Internal Nomination Form). These renewal criteria will be used throughout the first term to track progress and to inform renewal decisions.

Appendices

15. Copies of the evaluation criteria, rubric and/or assessment grid template(s) used are appended at the end of this document.

Attestation

The undersigned confirm that they have reviewed this report and attest that all the above CRC requirements were met during the recruitment and nomination process.

List all committee members and secure signatures.

Chair Name (print)

Signature

Date

Name (print)

Signature

Date

Name (print)

Signature

Date

Name(print)

Signature

Date

Name (print)

Signature

Date

Name (print) _____ Signature Date

Name (print) _____ Signature Date

Name (print) _____ Signature Date

Name (print) _____ Signature Date

REMINDER: Attach the signed Cover Memo to the front of the Canada Research Chair Internal Nomination Form and submit the entire Internal Nomination Form package to the CRC manager, third floor, East Campus 5.