CRC Concurrent External/Internal Selection Process

Please note: Faculties may choose to target job advertisements to any of the Four Designated Groups (FDG). View the recommendations for equity wording in job advertisements. Vacant CRC positions may be advertised internally, or advertised concurrently internally and externally. The specific steps for advertising concurrently are as follows:

1. Establish a Department/School Advisory Committee on Appointments (DACA) and follow all relevant University and faculty policies/guidelines (e.g. Policy 65, Policy 69, Policy 76), and CRC selection practices/policies to select new CRC nominees.
2. Contact the Sarah Lau, Office of Research, for Waterloo’s internal arrangements (financial and non-financial) for CRCs.
3. Contact the Equity Office to:
   1. obtain a CRC checklist for use throughout the selection process, and
   2. ensure all individuals involved in the selection process have undertaken equity, diversity, and inclusion (EDI) training within last 12 months. If not, training should be obtained before committee work is initiated.
4. Once EDI training is complete, decide the strategic area that will be filled by the chair position and the evaluation criteria that will be used to identify a nominee.
5. Use CAUT authorization to advertise for tier 1/tier 2 CRC to create your advertisement. Contact Susan Oestreich, Provost Office, for details regarding the Waterloo advertising process. Her office will need to approve a draft advertisement prior to posting, in adherence with Waterloo hiring policies/guidelines.
6. Once approved, you are strongly encouraged to advertise as widely as possible and target FDG (beyond minimum requirements) to obtain a diverse pool of candidates.
7. Send the final advertisement to the Sarah Lau, Office of Research, who will ensure Waterloo meets CRC program obligations.
8. Evaluate the candidates using the evaluation criteria developed in Step 3. For nominees outside Canada, consult the CRC guidelines on foreign nominations.
   1. If an external nominee is selected, the nomination must flow through UARC per Policy 76.
   2. If an internal nominee is selected, the nomination does not need to flow through UARC and should follow relevant faculty/departmental procedures/guidelines (e.g. using the same type of process for selecting a department chair).
   3. In both cases, documentation as proof of the transparency and fairness of the process (e.g. criteria and assessment grids; internal policies and guidelines) must be retained for a minimum of 24 months from the date of submission to the CRC Program.
9. Once a CRC nominee has been selected in compliance with the procedures above, complete the Internal Nomination Form. Nominations will be forwarded by the Office of Research to an Internal CRC Review Committee, for approval based on an assessment of:
   1. alignment with Waterloo’s strategic priorities including EDI, and
   2. the strength of the nomination package.
10. Members of the Office of Research will work with approved nominees to ensure applications are completed to meet CRC application deadlines.
Upcoming deadlines

October 2018 Round

- July 5, 2018 – internal nomination form due to OR
- August 7, 2018 – first full draft due to OR
- September 5, 2018 – second full draft due to OR
- October 5, 2018 – final application due to OR
- October 22, 2018 – OR deadline to submit directly to Ottawa

April 2019 Round:

- January 8, 2019 – internal nomination form due in OR
- February 8, 2019 – first full draft due in OR
- March 8, 2019 – second full draft due in OR
- April 8, 2019 – final application due in OR
- April 24, 2019 – OR deadline to submit directly to Ottawa