CRC Internal Only Selection Process

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

1. Establish a selection committee and follow all relevant University/Faculty/Departmental policies/guidelines 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. Two documents are required to advertise internally, which must be completed concurrently:
   1. A memo/email that will be used to advertise the CRC position. The memo must include at a minimum:
      ▪ an equity and diversity commitment statement,
      ▪ encouragement for individuals from the FDGs to apply,
      ▪ if the position is for a Tier 2 Chair, include information on the Tier 2 justification process (see section on Chair position advertisements), and
      ▪ the name and contact information of an individual who can answer any questions regarding the process.
      ▪ It is up to the Selection Committee to determine how broadly to distribute the memo, but it must be distributed at a minimum to: the entire department/school or faculty. Contact Sarah Lau with any questions.
   2. Develop a transparency statement (view template) to be posted on Waterloo’s CRC public accountability website.

6. Once both documents are ready, distribute your memo/email as determined by the selection committee, and send the transparency statement to the Sarah Lau, Office of Research.

7. Evaluate the candidates using the evaluation criteria developed in Step 3.
   1. Internal nominations do 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).
   2. 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.

8. 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.

9. 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**