**Template Transparency Statement for internal CRC competitions**

*The CRC Program requires that a transparency statement be posted at the start of all internal retention processes, which are open only to existing faculty at the institution publicly advising internal and external stakeholders that a recruitment process is underway to fill a chair allocation. These statements must be archived and publicly available on the website for at least three years.*

*Please complete the template below and return to Sarah Lau (sarah.lau@uwaterloo.ca) before initiating the internal competition. This statement will be posted on the University of Waterloo CRC Public Accountability website and archived for a minimum of three years, as per CRC requirements.*

[Date internal competition notice will be sent to department]

The [department/school of x] is has initiated an internal competition for a Tier [1 or 2] position, open only to existing faculty at the University of Waterloo, in [field of research being targeted].

The internal advertisement included the following information:

The University of Waterloo regards diversity as an integral part of academic excellence and is committed to accessibility for persons with disabilities. As such, we encourage applications from women, First Nations, Metis and Inuit peoples, persons with disabilities, members of diverse gender identities, and others who may contribute to the further diversification of ideas. At Waterloo, you will have the opportunity to work across disciplines and collaborate with an international community of scholars and a diverse student body, situated in a rapidly growing community that has been termed a “hub of innovation”. All qualified candidates are encouraged to apply, however Canadians and permanent residents will be given priority.

[If you are using “Targeted language” from the Equity language for job ads Word document, replace the statement above with that language]

[For Tier 2 only - 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 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. 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.]

If you have any questions regarding the position, the application process, assessment process, eligibility, the CRC program etc., please contact [department/school contact name, contact information].