Canada Research Chairs advertisement/posting criteria

All institutions must ensure that their chair recruitment and nomination processes are transparent, open and equitable. This applies to the nomination of all new chairs (whether the chair position is used to retain current researchers or to recruit new researchers). The recruitment and nomination processes should be consistent with the principles and safeguards embodied in UBC’s existing hiring practices.

Starting in October 2017 a copy of the chair posting/advertisement must be included with all nominations submitted to the CRC program for peer review. Nominations that do not provide evidence of an openly advertised process will not be accepted by the program – this applies to all recruitment, retention, advancement, and foreign nominations.

If a chair is being used for a standard retention candidate i.e. an internal recruitment to the chair, all faculty members must be given the chance to apply for the chair. The University is required to publicly advertise the available chair on their public accountability website for a minimum of 30 days. Posting the availability of the chair on the Faculty Careers website http://www.hr.ubc.ca/careers/faculty-careers/ meets this requirement.

Standard retention (internal recruitment) candidates:
The requirements outlined in the EDI section of the Chairs Administration Guide specify chair postings/advertisements should include:

- a transparency statement 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 vacancy. It must include the minimum level of information necessary to meet the spirit of transparency such as;
- an equity and diversity commitment statement for ensuring individuals from the four designate groups (FDGs) participate within the program;
- encouragement for individuals from the FDGs to apply;
- the department/faculty conducting the process;
- tier of the chair position
- the field of research being targeted
- if the position is for a Tier 2 chair, include information on the Tier 2 justification process. Faculties must ensure that the language relating to eligibility for Tier 2 chairs in their job postings is not misleading nor exclusionary and;
- the name and contact information of an individual who can answer any questions regarding the process.

Chairs being used for an emergency retention:

- the Vice-Provost must be notified by the Faculty Dean of the intent to use a chair for an emergency retention;
- nomination requires a letter signed by the Vice-Provost indicating that a faculty member is looking for/being recruited for a position at another university;
• ensure written consent from the nominee prior to posting identifying information in the notice;
• nominee should confirm information/wording on the notification and sign a copy of the posting;
• reference the Institution’s, Equity, Diversity and Inclusion Plan, and the CRC program’s high stands for excellence
• consult with the Equity and Diversity Officer (or equivalent);
• ensure posting is available on the UBC’s public accountability and transparency page for a minimum of 30 days;
• provide the contact details of someone who can respond to questions/concerns about the nomination;
• do not explicitly state on the posting that the nomination will help the institution meet or maintain a target as this could breach the individual’s right to privacy;
• do not provide any other personal information.

A copy of the chair posting should be forwarded to the CRC Secretariat at time of candidate nominations to ubc.crc@ubc.ca.