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.

Institutional accountability:

- When filling a chair allocation, institutions must consider the need to meet and sustain their current equity and diversity targets to address the underrepresentation of individuals from the four designated groups (women, persons with disabilities, Indigenous peoples and members of visible minorities) within their allocation of chairs;
- Before beginning the recruitment process, the institution must identify a senior level official who will be responsible for ensuring that the requirements have been followed and will attest to this by signing the program’s Institutional Attestation - Recruitment and Nomination Process Form.
- The Tri-Agency Institutional Programs Secretariat (TIPS) reserves the right to ask institutions to provide, at any time within 48 months following nomination submission, documentation that demonstrates the requirements were followed.

Advertisement/job postings:

- Publicly advertise all Chair positions on its public accountability web page for a minimum of 30 days prior to the closing of the competition (this applies to all new nominations, even those open only to existing faculty);
- Email to edi-edi@chairs-chaires.gc.ca the links to all job postings that advertise chair positions on the exact day they are posted online;
- In keeping with transparency, a job posting may be advertised no more than two years prior to the nomination being put forward to TIPS;
- The job posting must clearly date the date on which it has been posted online;
- Include 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;
- Include the department/faculty conducting the process;
- Include tier of the chair position;
- Include 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;
• Include a statement that recognizes the legitimate impact that leaves (e.g. maternity leave, leave due to illness) can have on a candidate’s record of research achievement and that these leaves will be taken into careful consideration during the assessment process;
• Include a statement on the institution’s accommodation policies and provide the contact information of someone who can address request for accommodations (e.g. to accommodate candidates with hearing impairments, mobility restrictions, etc.);
• The name and contact information of an individual who can answer any questions regarding the process.

Centre for Accessibility
The University is committed to creating and maintaining an inclusive and equitable work environment for all members of its workforce, particularly for its employees with disabilities. An inclusive work environment for employees with disabilities presumes an environment where differences are accepted, recognized and integrated into current structures, planning and decision-making modes. UBC Vancouver staff or faculty may contact the Health Promotion Programs (information@hse.ubc.ca) or the Centre for Accessibility (accessibility@ubc.ca) for support and assistance with accommodation questions.

https://facultystaff.students.ubc.ca/student-development-services/centre-accessibility/faculty-and-staff-disabilities

Standard retention (internal recruitment) candidates:
• Must adhere to all of the requirements listed above plus;
• 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;
• 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.

Chairs being used for an emergency retention:
• Institutions may only use Canada Research Chair positions for emergency retention in very exceptional circumstances. The emergency retention mechanism may only be used by institutions that are meeting their equity and diversity targets for all four designed groups or in cases where the nomination contributes to meeting these targets;
• 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;
• Posting transparency statement must include the institution’s intention to nominate an individual using the emergency retention mechanism;
• A detailed justification explaining why the emergency retention mechanism is being used;
• 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;
• Email edi-edi@chairs-chaires.gc.ca links to the PDFs of the statements on the same day they are posted online;
• Submit copies of the statements with 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.