

Canada Research Chairs Advertisement/Posting Criteria

Until further notice, nominations to the CRCP are restricted to individuals who self-identify as belong to one or more of the federally designated equity groups to redress the imbalance of representation with the CRCP.

All institutions must ensure their chair recruitment and nomination processes are transparent, open and equitable. This applies to the nomination of all new nominations (whether the chair position is used to nominate internal researchers or to recruit external researchers). The recruitment and nomination processes should also be consistent with the principles and safeguards embodied in UBC's existing hiring practices and policies.

Starting in October 2017 a dated 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 internal and external recruitment, emergency retention, advancement, and foreign nominations.

Institutional accountability <http://www.chairs-chaires.gc.ca/program-programme/equity-equite/recruitment-recrutement-eng.aspx>:

- When filling a chair, 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 within their allocation of chairs (women, persons with disabilities, Indigenous peoples and members of visible minorities).
- If your Faculty would like a review of the language in your posting to support its success in attracting excellent candidates from diverse backgrounds, please contact the Equity & Inclusion Office (info@equity.ubc.ca) prior to posting;
- Before beginning the recruitment process, the faculty must identify a senior level official who will be responsible for ensuring that the recruitment requirements has 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 with 48 months following nomination submission, documentation that demonstrates that the recruitment requirements were followed.

Advertisement / job postings:

- the job posting must clearly state the date on which it has been posted;
- include the department/faculty conducting the process;
- include the tier of the chair position and chair agency (SSHRC, NSERC, CIHR);
- include the field of research being targeted;
- Ensure that the advertisement is clear regarding the CRCP requirement to nominate chairholders from traditionally under-represented faculty, and in particular, the language from the 2019 Addendum to the 2006 Canadian Human Rights Settlement Agreement (refer to restrictive recruiting/nomination):
- Ensure that a link to the centralized [applicant equity survey](#) is included in each search advertisement, with the language regarding why and how UBC collects, stores, and uses

this data. *Please note:* as advertisements are posted through different recruitment software, hyperlinks may not work: it is imperative that you provide the link in full beside its description in the posting. (e.g. equity survey https://ubc.ca/1.qualtrics.com/jfe/form/SV_6WJHo17SfPxRMu91)

- 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 recognized 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.);

“UBC welcomes and encourages applications from people with disabilities. Accommodations are available on request for all candidates taking part in the selection process. To confidentially request accommodations, please contact ** at ** (phone) or ** (email).”

- the name and contact information of an individual who can answer any questions regarding the posting;
- include the UBC equity and diversity commitment statement for ensuring individuals from the four designated groups (FDGs) participate within the program;
- publicly advertise all Chair positions on UBC's public accountability web page (UBC Faculty Careers/Provost CRC web site) for a minimum of 30 days prior to the closing of the competition.;
- email a dated copy of the advertisement to ubc.crc@ubc.ca plus the links to all job postings that advertise chair positions on the exact day they are posted online; the UBC CRC Secretariat will forward a copy to edi-edi@chairs-chaire.gc.ca;
- in keeping with transparency, a job posting may be advertised no more than two years prior to the nomination being put forward to TIPS.

Centre for Accessibility

The University is committed to creating and maintaining an inclusive and equitable work environment for all members of its workforce, and particular 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 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>

Restrictive recruiting/nomination information to be included in advertisement:

Pursuant to Section 42 of the BC Human Rights code, the selection will be restricted to members of the following designated groups: women, visible minorities (members of groups that are racially categorized), persons with disabilities, and Indigenous peoples. Applicants to Canada Research Chair positions are asked to complete the equity survey ([include link](#)) as part of the application, and candidates from these groups must self-identify as belong to one or more of the designated groups to be considered for the position. Because the search is limited to those self-identifying as members of designated equity groups, candidates must also provide their name to be considered.

Equity Survey for Canada Research Chair Applicants link can be found at:

https://ubc.ca1.qualtrics.com/jfe/form/SV_6WJHol7SfPxRMu9

Personal information is collected under the authority of sections 26(a) and 26(c) of the BC *Freedom of Information and Protection of Privacy Act*. The information you provide will only be used to determine whether you qualify for participation in this hiring process. Data will be collected by the Equity & Inclusion Office and only the names of those who identify as women, visible minorities (member of groups that are racially categorized) and/or Indigenous peoples will be shared with the search committee. Currently, UBC has a gap in representation for people with disabilities. Unit such time as this is remedied, the names of those self-identifying as having a disability will be provided separately to the search committee. Responses will be stored in a secure database.

Internal recruitment candidates:

- must adhere to all of the advertisement requirements listed above plus,
- if a chair is being used for an internal candidate, 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.
- include a transparency statement at the start of all internal recruitment ads that states the Chair is open only to existing faculty at the institution.

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 Faculty Dean must notify the Vice-Provost of the intent to use a chair for an emergency retention;
- the nomination package requires the inclusion of a letter signed by the Vice-Provost indicating that a faculty member is looking for/being recruited for a position at another university;
- Deans must ensure they have 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;
- the posting must include a detailed justification explaining why the emergency retention mechanism is being used;
- the advertisement must include a reference the Institution's, Equity, Diversity and Inclusion Plan, and the CRC program's high stands for excellence
- Dean's should consult with the Equity and Diversity Officer (or equivalent);
- posting must be available on the UBC's public accountability and transparency page for a minimum of 30 days;
- posting should provide the contact details of someone who can respond to questions/concerns about the nomination;
- A copy of the chair posting should be emailed to the CRC Secretariat at time the notification was posted ubc.crc@ubc.ca. Include a PDF of the posting the date is was posted;
- **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.