# CANADA RESEARCH CHAIR MID-POINT NOMINATION REPORT

**The Canada Research Chairs Program requires that, prior the selection of a nominee, institutions must provide a mid-point attestation confirming that** [**the recruitment and nomination requirements**](http://www.chairs-chaires.gc.ca/program-programme/equity-equite/recruitment-recrutement-eng.aspx) **have been followed up to this point in the nomination process.**

**Selection committees must complete this form and return it to the Research Services Office before meeting to deliberate and identify the selected nominee.**

Please save the completed and signed report as a PDF and send it to **crc@utoronto.ca**.

**Faculty:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Chairslot #:** Click or tap here to enter text.

**CRC Tier:** [ ]  1 [ ]  2

**Please verify that the selection committee took the following steps:**

1. The CRC opportunity was posted for a minimum of 30 days.

[ ]  Yes [ ]  No

1. The committee managed conflicts of interest appropriately. For more information on conflicts of interest, please see [Section 6 (the Selection Committee)](http://www.research.utoronto.ca/crc/administration/#selectionCommittee) of the *University of Toronto Guide to Nominations and Renewals*.

[ ]  Yes [ ]  No

1. The committee chair and equity officer reviewed the aggregated equity report for the applicant pool, confirming that the pool was sufficiently diverse.

[ ]  Yes [ ]  No

1. The aggregated equity report was handled in a confidential manner and was accessed only by the committee chair and the equity officer.

[ ]  Yes [ ]  No

1. Selection committee members have retained completed assessment grids or other materials used to document the adjudication process. (These records must be retained by the division in case of CRC Program monitoring.)

[ ]  Yes [ ]  No

1. The selection committee was provided with the institution’s equity and diversity targets, as well as any gaps.

[ ]  Yes [ ]  No

**Please complete the sections below, providing a description of the committee’s processes to date. The text boxes will expand to accommodate your entries.**

1. Did the selection committee include representation from the four designated groups?

[ ]  Yes [ ]  No

Please describe the membership of the committee, explaining how the members were selected and outlining the steps that were taken to ensure diversity among committee members. Note: Do not disclose demographic information about individual committee members. *(Type your answer in the box below.)*

1. Did the committee include an equity officer, or a committee member/institutional official designated as an EDI champion?

[ ]  Yes [ ]  No

Describe the expertise and role of the equity officer, explaining how they were engaged and consulted in the recruitment process. *(Type your answer in the box below.)*

1. Did all members of the selection committee complete unconscious bias training prior to reviewing application materials?

[ ]  Yes [ ]  No

Please describe the unconscious bias or EDI training provided to committee members. Explain how the chair or equity officer verified that committee members completed this training. The chair is also asked to report on their own participation in additional workshops on unconscious bias and EDI best practices, such as those organized by the Division of the Vice-President & Provost. *(Type your answer in the box below.)*

1. Were proactive efforts made to identify a diverse pool of potential applicants?

[ ]  Yes [ ]  No

Please describe these proactive efforts. For external recruitments, please include a list of the venues where the job advertisement was posted. *(Type your answer in the box below.)*

1. Has the committee developed pre-determined evaluation criteria that align with the qualifications listed in the CRC posting? The committee must apply these consistently to all applications and not introduce new criteria.

[ ]  Yes [ ]  No

Please describe or attach the evaluation criteria and any additional information relevant to the adjudication process. *(Type your answer in the box below or attach the relevant documents.)*

1. Were measures used to ensure that individuals who required accommodation or experienced career interruptions will not be disadvantaged during the nomination process?

[ ]  Yes [ ]  No

Please describe these measures. *(Type your answer in the box below.)*

1. If applicable, have committee members taken steps to ensure that the assessment process did not undervalue non-traditional scholarship, Indigenous ways of knowing, or research that is outside the mainstream of the discipline? (See for example the CRCP [Guidelines for Assessing the Productivity of Nominees](https://www.chairs-chaires.gc.ca/peer_reviewers-evaluateurs/productivity-productivite-eng.aspx).)

[ ]  Yes [ ]  No [ ]  Not Applicable

Please describe these measures. *(Type your answer in the box below.)*

## **SIGNATURES**

*By signing this form, the members of the selection committee attest that the process satisfied all CRCP* [*requirements for the recruitment and nomination of Canada Research Chairs*](http://www.chairs-chaires.gc.ca/program-programme/equity-equite/recruitment-recrutement-eng.aspx)*. Please add additional committee members as needed.*

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(Print name and title of committee chair) (print name and title)

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(Print name and title) (print name and title)

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(Print name and title)

***Version updated March 17, 2022***