Canada Research Chairs Nomination and Selection Process Overview

A) New Chair allocation/reallocation OR retention of vacated Chair slot

→ Required form (in case of retention): Chairslot retention form



B) Post the CRC opportunity for a minimum of 30 days (internal) or 35 days (external)

→ Required form: CRC posting template (internal or external)



C) Establishment of committee and completion of unconscious bias training Development of evaluation criteria and review of applications, following <u>CRC Program requirements</u>

→ Required form: Mid-point Committee Report



D) Selection of nominee (following <u>CRC Program requirements</u>) and Request for Nomination Approval

Required documents:

- → Request for Nomination Approval form
- → Nomination Selection Report
- → CV of the selected candidate
- → Aggregated equity report (external recruitments only)



- **E)** Confirmation of Nomination Acceptance and release of online CRC forms Required documents:
- → <u>Nomination Acceptance Letter</u>, signed by the nominee
- → Completed budget pages (templates provided by RSO)
- → Divisional Support Attestation form



F) Submission of the complete nomination package to the CRC Program



G) Retention of records by the division for 48 months following the nomination deadline

