

DALHOUSIE UNIVERSITY
GUIDELINES ON ALLOCATION OF CANADA RESEARCH CHAIRS (CRCs)
updated October 2022

Preamble

Canada Research Chairs (CRC) are used to enhance priority research areas of the University and strengthen our collaborative, multidisciplinary research environment. When CRC positions become available, Deans are informed and requested to develop proposals considering both existing research strengths and emerging areas of importance for the Faculty and the University.

The University may reserve a small number of CRC positions to be assigned directly to strategic priorities. These assignments will be done by the President, Provost and Vice President Research and Innovation in consultation with appropriate Deans.

Process for Proposals

When CRC positions become available, the Office of the Vice-President Research and Innovation notifies Deans.

1. Each Faculty may submit one proposal per vacant CRC position. Proposals must address the area of expertise of the proposed Chair and each of the following criteria:
 - Alignment of this area to the University's [Signature Research Clusters](#) and the Faculty's Strategic Research Plan;
 - Justification of why this area has scientific or scholarly importance at this time;
 - Faculty/departmental resources available to support the CRC (e.g. funding, existing lab space, equipment, etc.)
 - Fit of this area with other researchers/Faculties at Dalhousie;
 - Long-term vision of this research area;
 - Relevance of this area to provincial, national and international priorities;
 - Whether the Chair be used for an external hire, and if not, identify the potential applicant and provide a justification for using the CRC position internally;
 - Considerations/strategies that will be used to ensure a diverse applicant pool; and
 - Financial support.

In a case where multiple CRC positions are available, a Faculty submitting multiple proposals must rank the proposals in order of importance to the Faculty. The proposal must be signed and dated by the Dean of the Faculty and submitted to the Office of Research Services (ORS).

2. A committee whose task it is to decide on the allocation of CRCs reviews the proposals and assigns the vacant CRC positions. Consideration will be given to a Faculty's Tri-Council funding, the University's Signature Research Clusters/research strengths and alignment with

strategic priorities in the allocation of Chairs. The committee may consult with other sources during the review process. In addition, committee members may seek clarification from the respective Dean on individual proposals or Faculty priorities and they may recommend changes to the proposal to better fit the University research objectives. If suitable proposals are not submitted, additional proposals may be requested. In case of disagreement, the President will review the proposals, discuss the case with the Provost and VPRI and determine the allocation.

3. Once the CRC position is awarded to a Faculty, the Faculty will initiate the proper CRC selection procedure. All CRC positions must follow normal University hiring practices including external posting (see Principles of Fair Consideration of Hiring of Designated Groups below), unless there are exceptional circumstances as approved by the Provost and VPRI. **Once a shortlist of candidates has been identified, the Provost and VPRI will review the potential candidates to assess candidate qualifications for alignment with CRCP selection criteria.** (For a failed search, the Faculty may petition the Provost and VPRI to restart the process.) Once the candidate has been selected, the Faculty and the candidate will work closely with the ORS team to submit the CRC nomination to the Tri-Agency Institutional Programs Secretariat (TIPS).
4. If an application is rejected by TIPS, the Chair position will return to the University pool. Faculties may re-propose the Chair position, if they wish to do so.

Principles of Fair Consideration of Hiring of Designated Groups

The Employment Equity Council, in pursuing avenues toward continued improvement of representation of designated group members at Dalhousie University, approved that the following guidelines be recommended as a strategy to be implemented in order to reach University's employment equity goals:

1. *The University is committed to making progress in increasing the representation among faculty and staff in all designated groups recognizing that progress for particular groups may vary according to the availability of qualified candidates from each group.*
2. *Hiring units should use their best efforts to attract qualified applicants from all designated groups.*
3. *Hiring units will give preference to qualified candidate(s) from designated groups unless other qualified candidate(s) are substantially better qualified for the position.*
4. *In the event that (a) candidates from more than one designated group are qualified for a position, and (b) some designated groups are less well-represented in the hiring unit than others, a candidate from a less well-represented group shall be given preference unless other candidate(s) are substantially better qualified for the position.*