



Institutional Mid-Point Attestation – Recruitment and Nomination Process

This form must be submitted to the program at the ‘mid-point’ stage of all recruitment processes undertaken by an institution to fill a Canada Research Chair allocation. The mid-point is defined by the program as being prior to Stage 6 of its recruitment and nomination requirements (i.e. prior to a final decision being made on the candidate who will be nominated to the program). The form must be submitted to information@chairs-chaire.gc.ca prior to moving on to Stage 6.

Nominating postsecondary institution:

Chair allocation number associated with recruitment process, if known:

Attestation of Institutional Official

In submitting this form, I _____ (vice-president level or equivalent official at the institution to print name) attest that the institution has followed the Canada Research Chairs Program’s (CRCP) requirements for recruiting and nominating Canada Research Chairs up to the mid-point in the process.

The requirements for recruiting and nominating chairholders are published on the CRC program’s website at the following link:
<http://www.chairs-chaire.gc.ca/program-programme/equity-equite/recruitment-recrutement-eng.aspx>

I have reviewed the program’s recruitment and nomination requirements, and the process and corresponding documentation used by the recruitment committee, up to the mid-point. I have ensured that the program’s requirements for each of the stages were followed: (check the box that applies for each of the five stages)

	Yes	No
<p>Stages 1) Institutional Accountability and 2) Allocation Chair positions When allocating this chair position to the department or faculty and/or when defining the targeted field of research, the institution has considered the need to meet and sustain its Equity targets for individuals from the four designated groups (women, persons with disabilities, Indigenous peoples and racialized minorities) within its allocation of chairs.</p>		
<p>Stage 3) Advertisements / Job postings The job posting followed the program’s requirements and a link to the posting was sent to the program on the exact day that it was posted online.</p>		
<p>Stage 4) Search for candidates -Proactive measures have been put in place to ensure diversity in the applicant pool. -The selection criteria and assessment process were finalized prior to the process being undertaken. -The committee’s evaluation process and decisions have been carefully documented. -An equity officer or equity, diversity and inclusion champion has been involved and consulted at all stages of the process. -Conflict of interest between members and applicants has been carefully managed throughout the process. -Self-Identification data has been collected from all applicants.</p>		
<p>Stage 5) Nomination Committee The recruitment committee has used a fair and objective process when making all decisions.</p> <p>The recruitment and nomination committee has: -Some representation from underrepresented populations, including a minimum of one individual from one of the four designated groups; -Included an equity and diversity officer (or a committee member / institutional official identified as the equity, diversity and inclusion champion); -Received training on <u>unconscious bias</u>; -Was aware of the institution’s commitment and strategy for meeting (or sustaining) its equity and diversity targets and any gaps; and -Used best practices to protect the privacy and personal information of all applicants (e.g., self-identification data, information related to leaves).</p>		
<p>Documentation attesting that the recruitment and nomination process used for this nomination followed the</p>		



program's requirements will be kept on file for 48 months following submission of the nomination.		
I understand that as part of its monitoring activities, the program reserves the right to ask for this documentation at any time within those 48 months to confirm that the program's requirements were followed.		
I understand that in cases where the results of a future monitoring exercise conducted by the program finds that the program's requirements have not been followed for this nomination, the program reserves the right to withdraw the nomination, suspend future payments or terminate the award of an already active chair.		

The original signed and dated copy of this form must be appended to the nomination when submitted to the program (in addition to the required documentation e.g. the job posting, and the final attestation form).

Institutional Official Signature: _____

Title: _____

Date: _____ (Year/Month/Day)