As stipulated by the Tri-agency Institutional Programs Secretariat (TIPS) search committees for Canada Research Chairs are required to submit a written nomination committee report, signed by all members, to the senior official attesting to how equity, diversity, and inclusion requirements have been met.

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| **Requirement** | **Description** | **Yes** | **No** | **N/A** |
| Was the position openly-advertised? (external search) |  |  |  |  |
| Was an Internal Transparency Statement posted on the public facing public accountability web page and in the relevant Department, School, or Faculty at the start of all internal retention processes? (internal search) |  |  |  |  |
| Did the Search Committee have representation from underrepresented populations, including one or more individuals from the four designated groups? |  |  |  |  |
| Did all members of the Search Committee receive unconscious bias training? |  |  |  |  |
| Was an equity officer (or committee member/equity champion) involved and consulted at all stages of the process? Please describe their role. |  |  |  |  |
| Was the committee aware of SFU’s targets and gaps, and commitment and strategy for meeting/sustaining its equity targets and gaps? |  |  |  |  |
| Was self-identification data collected from applicants using best practices? |  |  |  |  |
| Was there any evidence of bias at any stage of the selection process? If so, please describe how this was addressed. |  |  |  |  |
| Please describe measures used to ensure individuals who required accommodation or who experienced career interruptions were not disadvantaged during the recruitment or nomination process. |  |  |  |  |
| What proactive efforts were made to identify a diverse pool of candidates? |  |  |  |  |
| Were selection criteria and assessment processes finalized prior to the process being undertaken, and applied consistently and fairly to all applicants? |  |  |  |  |
| Were the search and hiring committees’ evaluation processes and decisions are carefully documented at each stage of the process? |  |  |  |  |
| If applicable, were any conflicts of interest managed accordingly? |  |  |  |  |
| Were leaves fairly considered when assessing research outputs? |  |  |  |  |
| Did the assessment process value scholarship or research that is non-traditional or unconventional, based in Indigenous ways of knowing, outside the mainstream of the discipline, or focused on issues of gender, race or minority status? |  |  |  |  |

By providing your signature below, you attest that what is outlined in the document is an accurate representation of the search process.

Search Committee Chair:

Name Signature

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Search Committee Members:

Name Signature

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Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_