**Memorandum**

**Attention:** [Dean of School or Faculty]

**From:**

**Date:**

**Re:** Canada Research Chair Nomination: Dr. [insert name of candidate]

Dear [Dean’s name],

It is my pleasure to recommend that Dr. [X] be nominated for a Tier [X] Canada Research Chair in [X]. Below is the rationale for this recommendation and description of the process.

**Overview of the recruitment process**

The search committee for this position consisted of [search committee details]. The advertisement was placed [details of how the advertisement was shared on websites, with personal contacts, listservs, etc.].

A search for a Tier 2 Canada Research Chair Candidate was undertaken in the [Spring 2019] semester. [X] applications were received, of which [X] applicants were considered to be in areas closely related to the scope of the advertisement, with expertise in [X]. Of these [X] applicants, [X] particularly strong candidates stood out from the rest; [details of top candidates].

**Description of efforts to attract members of equity designated groups**

The search committee made significant efforts to recruit diverse candidates by [X]. [outline any specific outreach to individuals, groups, etc.].

**Breakdown of total number of candidates by gender and other measure of diversity**

Of the total number of [X] candidates whose qualifications were appropriate to the search, [X] were was female.

**Breakdown of total applicants by Canadian or non-Canadian status**

Of the [X] qualified candidates, [X] self-identified as Canadian.

**Description of shortlisting process**

Of the [X] applications received, there were a large number of unqualified candidates [X] as well as several applicants with strong credentials but in an area significantly removed from the field of interest [X]. Of the remaining {x} candidates, the committee decided to interview [X] very strong candidates, [details of candidate invited for an interview].

**Assessment of shortlisted candidates**

[Assessment and discussion of all shortlisted candidates, their qualifications, when they were interviewed, other salient details]

**Rationale for selection**

[summary of how and why the successful applicant was chosen]

**Identification of recommended rank/salary including market differential and startup**

Dr. [X]’s PhD was awarded in [month year]. Therefore, effective [date] they will have completed [X] years of post-doctoral work. This would place them at step [X] of the [rank] Professor level for a base salary of [$]. As a [details if a market differential is recommended]. I recommend that they be offered startup funds of [if applicable details, from SFU, CFI, BCKDF, etc.].

**Details of support by search committee including the vote results**

The search committee was [unanimous/not unanimous] in its recommendation to appoint [X] to this position.

**Details of departmental support including vote count (ratification results)**

The candidacy of [successful applicant] was discussed at a department meeting on [date]. A subsequent ratification vote was held and the final vote was [details]. [X] faculty members were eligible to vote ([X] research faculty and [X] lecturers).

Regards,

[Name, affiliation]