

Procedure Number:	5008p
Procedure Title:	Hiring and Appointment of Faculty
Approved by:	President
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Hiring Procedures (all faculty)

1. Position approval

- 1.1. The Department Chair has the authority to select faculty for sessional positions provided budget approval is received from the VPA. Opportunities may be posted through a variety of formats that may include bulletins, listservs, websites, job banks, conference sites, etc., that are accessible to the academic community. UCW Advertising Policy will be followed. Applicants must provide a current curriculum vitae, at least three (3) references related to academic and teaching performance, copies of recent teaching evaluations and proof of academic qualifications.
- 1.2. The VPA will provide authorization to recruit a full-time faculty position with the approval of the President. All full-time faculty positions will be filled through a formal competition process unless, for extraordinary reasons, an exemption is granted by the VPA. Once recruitment to a full-time faculty position has been approved, the VPA will appoint the Chair of the Selection Committee, normally the appropriate Department Chair.

2. Chair of the Selection Committee

- 2.1. The Chair of the Selection Committee will contact Human Resources regarding placement of the advertisement for the teaching position and the closing date based on the teaching load in the department.
- 2.2. The Chair of the Selection Committee, with the approval of the VPA, will direct the committee members to select a short list of applicants and conduct interviews. The Selection Committee will have at least three (3) members including at least one (1) faculty member who has specific knowledge of the academic subject in the related academic field and the Academic Manager or delegate. A subject matter expert from outside the university may be included in the selection committee if the expertise is not available internally. All committee members must maintain the confidentiality of applicant information and committee deliberations.
- 2.3. The Chair will convene a meeting of the selection committee to review the applications. The Chair will discuss with the selection committee, the needs of the unit in terms of the areas of teaching, research, or professional competence involved, the extent of previous experience desirable, and other factors or characteristics to be considered when making the appointment in question.
- 2.4. The Chair will work with the Committee to develop the interview questions and submit them to the VPA for approval.
- 2.5. The Committee will select a short list of candidates to interview. While the Committee shall seek to arrive at all decisions by consensus, decisions may be decided by majority vote, the Chair having the deciding vote in the event of a tie.

- 2.6. The Chair ensures that applicants who are not selected for the short list receive notification of regret or are informed that they may be held for future consideration according to the recommendations of the Selection Committee.
- 2.7. When the final short-list is created on the basis of the selection criteria, the Chair will receive authorization from the VPA for any expenses to be refunded to interview candidates. Candidates may be interviewed on campus or at a distance via appropriate technology. All selection committee members must be present at the interviews unless extraordinary circumstances occur or unless an alternate is approved by the VPA.
- 2.8. If the candidate does not accept the offer, the Chair shall call a meeting of the Selection Committee. Members may recommend extending an offer to another candidate or interviewing another candidate from the short-list; or the Committee may recommend that a new hiring process be undertaken. The VPA will make the final decision to proceed or to close the search.
- 2.9. The Chair ensures that every effort is made to achieve committee consensus on the final recommendation. In any event, the Chair records the recommendation of the committee, noting any dissent and the basis for it, and submits it together with a copy of the candidate's curriculum vitae, to the VPA who makes the final recommendation to the President.
- 2.10. An offer, verbal or other, may not be made until the President has signed off the appropriate authorization.

3. Selection Committee

- 3.1. The Selection Committee will normally comprise those most directly knowledgeable of or affected by the position and shall include the Department Chair.
- 3.2. The Selection Committee will meet to discuss the requirements of the position, how to attract the best candidates, and to recommend a draft advertisement for approval by the VPA. The Chair will contact Human Resources regarding placement of the advertisement and the closing date. Postings should be made in publications and a variety of formats that may include bulletins, listservs, websites, job banks, conference sites, etc. that are accessible to the academic community. UCW Advertising Policy will be followed. Applicants must provide current curriculum vitae, at least three (3) references (normally at least two (2) from academic supervisors and preferably one (1) professional reference); recent teaching evaluations, and proof of academic qualifications. Applicants may also be required to provide examples of scholarly research. All applications will be forwarded to the Chair of the Selection Committee as the applications are received in Human Resources.
- 3.3. Prior to the interview, the selection committee will agree to a set of core questions that will be asked of all candidates. All questions will be specifically related to the position requirements. Normally, candidates will be required to make a presentation to demonstrate their teaching philosophy and methods. Committee members will agree on the topic for presentation. Candidates may be invited to make a presentation to an open forum of faculty and other university members. Members of the selection committee will be required to attend any presentations made by the candidates.

- 3.4. When the interviews are completed, the Selection Committee will meet to determine the best candidate(s) for the position. Ideally, the decision on the final recommendations to the VPA for selection of a candidate will be made by consensus but if agreement cannot be achieved, by majority vote. Where there is a tie, the Chair will make the final decision, noting the dissent of committee members. The Chair ensures that every effort is made to achieve committee consensus on the final recommendation. In any event, the Chair records the recommendation of the committee, noting any dissent and the basis for it, and submits it together with a copy of the candidate's curriculum vitae, to the VPA who makes the final recommendation to the President.
- 3.5. The Committee will make its recommendation and provide a rationale for the successful candidate to the VPA; the VPA will make the final decision and approve the offer of employment to the candidate. The Department Chair, or designated Committee members, will conduct the reference checks on the best candidate(s). The Chair will document all reference information for review by the selection committee members and for the permanent record of the competition file. Human Resources will verify degree parchments, the accuracy of the transcripts and the qualifications conferred. The VPA will make a recommendation to the President who must approve the offer of employment to the candidate. An offer, verbal or other, may not be made until the President has signed off the appropriate authorization.
- 3.6. The VPA through Human Resources will extend both a verbal offer of employment and a written employment offer, signed by the Vice President, Academic (VPA), to the successful candidate. Once Human Resources receives the duly signed authorization, a verbal offer can be made, by HR, to the successful candidate. When HR has made the verbal offer, Human Resources will prepare a letter of offer identifying the terms of employment including duration, rank, salary and any other conditions pertinent to the appointment. A copy of the Terms and Conditions shall be provided with the letter of appointment. Discussion of salary and conditions is conducted by Human Resources in consultation with the VPA. The VPA must approve the final offer. If the candidate accepts the verbal offer, Human Resources will prepare the formal letter of offer and the contract of employment. The contract of employment must be signed by the VPA. Once the employment agreement has been signed by the candidate, it will be sent to Human Resources to set up payroll and the employee file.
- 3.7. Human Resources will notify the short-listed candidates who were unsuccessful after the formal letter of offer has been accepted by the successful candidate with the confirmation for the Chair of the Selection Committee.

4. Human Resources

- 4.1. Human Resources , after confirmation with the Chair of the Selection Committee, will notify the short-listed candidates who were unsuccessful after the formal letter of offer has been accepted by the selected candidate.
- 4.2. Where the successful candidate is not a Canadian citizen or permanent resident of Canada, the Chair will inform the VPA and Human Resources. It is the responsibility of the candidate to acquire and maintain the necessary legal authorization to work in Canada.
- 4.3. The Chair of the Selection Committee collects all documents in the competition file to be retained in a secure location for at least one year or according to the Records Management Policy. Only information pertaining to the successful candidate is forwarded to Human Resources.
- 4.4. Exceptions to the selection processes outlined in this policy must be approved by the VPA.

5. Recruitment to sessional faculty positions:

- 5.1. The Department Chair receives approval to recruit from the Vice President Academic (VPA) unless pre-authorization has been granted through an approved staffing plan.
- 5.2. Requests for postings are submitted to Human Resources for placement. Applicants must provide a curriculum vitae, recent teaching reference and evaluations, and proof of academic qualifications.
- 5.3. The Department Chair forms a selection committee that includes the Manager, Academic Department or delegate and at least one other faculty member with expertise in the related field.
- 5.4. The selection committee members screen the applications, interview the most qualified and suitable applicants and recommend the best candidate to the Department Chair.
- 5.5. The Department Chair makes recommendations with a rationale to the VPA.
- 5.6. The Department Chair or delegate conducts the reference checks. The degree qualifications are verified by Human Resources.
- 5.7. The Department Chair extends a verbal offer and informs the VPA of the candidate's acceptance of the offer.
- 5.8. HR is responsible for sending out the contract of employment to faculty with VPA approval and signature. Once the contract has been signed by the faculty, HR will assist with setting up payroll and record employment file for faculty. The original copy of the contract of employment and all records pertaining to the recruitment and selection process are kept in a secure virtual location by Human Resources and Academic Department according to the Records Management Policy.
- 5.9. The VPA and Centre for Teaching Excellence ensures that the new faculty member receives appropriate orientation and training.

Recruitment to full-time faculty positions:

- 6.1. The Department Chair receives authorization from the VPA to recruit to a full-time faculty position. Normally, the VPA appoints the Department Chair as Chair of the Selection Committee.
- 6.2. The Chair appoints the selection committee members with approval of the VPA.
- 6.3. The Selection Committee meets to determine the requirements of the position and to recommend strategies for attracting qualified candidates. The Selection Committee agrees upon the content of the recruitment posting, and with approval of the VPA, the Chair contacts Human Resources to post the position.
- 6.4. Applications are received by Human Resources and forwarded to the Chair of the Selection Committee. The Chair calls the Committee together to review the applications and to select a short-list of candidates to be interviewed. Preliminary reference checks may be conducted by the Chair with permission of the applicants.
- 6.5. A set of interview questions is developed by the Selection Committee and is to be followed for each interview.
- 6.6. The short-list is finalized. The Chair receives approval from the VPA for any expenses related to interviews prior to inviting candidates for interviews on campus or via appropriate technology.
- 6.7. Interviews are conducted by the Selection Committee led by the Chair. After the interviews are completed, the Selection Committee meets to determine the successful candidate.
- 6.8. The Chair, or designated Committee members, will conduct reference checks on the successful candidate. Reference information will be discussed by the Committee, which may or may not

recommend appointment of the candidate. The Committee chooses the successful candidate based on consensus or if that is not achieved, by majority vote. In the event that a majority vote is not achieved or there is a tie, the Chair makes the final decision.

- 6.8. The Chair recommends to the VPA that the offer be made to the successful candidate. The VPA must receive approval from the President before advising Human Resources to proceed with the offer. Negotiations between HR and the candidate are conducted with the approval of the VPA. The VPA must approve the final offer.
- 6.9. Human Resources will send the letter of offer and the contract of employment, signed by the VPA, to the candidate. Once the candidate signs and returns the contract of employment, Human Resources will set up payroll and the employee file, sending a signed copy of the contract of employment to the VPA. The VPA informs the Chair of the Selection Committee who confirms the acceptance of offer to the Selection Committee. The VPA announces the appointment to the UCW community.
- 6.10. If the candidate does not accept the offer of employment, or if the Committee does not recommend appointment of the candidate, the Chair will convene a meeting of the Selection Committee. The Committee may recommend considering another short-listed candidate or closing the competition. The VPA makes the final decision to proceed with the short-listed candidates or to close the competition.
- 6.11. The Chair of the Selection Committee collects all documentation in the competition file. All records pertaining to the recruitment and selection process are kept in a secure virtual location by Human Resources and the Academic Department according to the Records Management Policy.
- 6.12. The VPA and Centre for Teaching Excellence ensures that the new faculty member receives orientation and training.