



Category: Human Resources	Responsible Owner: Human Resources	Effective Date: March 2025
Policy/Form Number: 5.3	Approval Body: Board of Governors	Policy/Form Name: Recruitment, Selection, and Hiring Instructors

A. POLICY:

Columbia College's policy is to attract, recruit, and select the most qualified people to contribute positively to the student experience and the college's collective success. In its attraction, recruitment, and selection processes, Columbia College ensures that it reflects the core values of democratic equality, inclusion, justice, excellence, and reciprocity.

PURPOSE/COMMITMENT:

Columbia College believes that the purpose of the recruitment, selection, and hiring process is to hire the best candidate for the available position in support of the Mission Statement of the College:

“Our mission is to foster student success, build a desire for lifelong learning, and provide pathways to higher education. Columbia College nurtures community engagement and prepares international students for life in Canada. Through teaching excellence and a commitment to student support, the Columbia College community values an inclusive and mutually respectful learning environment.”

The Recruitment and Selection Policy provides a foundation for hiring based on good practice and sound principles:

- The decision-making component of the recruitment, selection, and hiring process will be fair and unbiased.
- The recruitment, selection, and hiring process will comply with the provisions of the Human Rights Code and will be transparent, free of accidental or unintentional bias, impartial, fair, and honest.
- The recruitment, selection, and hiring procedures must comply with Columbia College’s Employment Agreement.

SCOPE: This policy applies to recruiting and selecting candidates for continuing, term, and sessional opportunities.

B. PROCEDURES:

The recruitment, selection, and hiring of instructors at Columbia College shall be in accordance with the Recruitment, Selection, and Hiring Policy.

The Deans and/or Assistant Deans and Human Resources are responsible for ensuring that the recruitment, selection, and hiring process complies with the policy and administrative procedures. The recruitment, selection, and hiring process will be conducted professionally.

1.0 Job Requirements and Specifications

- 1.1 The job requirements and specifications for the job posting will be determined from the approved Job Description.
- 1.2 The Dean and/or Assistant Dean, in consultation with the Academic Board, will determine the job requirements and specifications from the approved job description as follows:
- 1.3 review current job description;
- 1.4 if the proposed job requirements and specifications are different from the current job, then the current job description will be updated;
- 1.5 if a job description does not exist, a new one should be created and approved by the Dean responsible for the department and the VP Academic.
- 1.6 The job requirements and specifications from the approved job description will be submitted to Human Resources to develop a job posting.

2.0 Job Posting and Advertisement

- 2.1 Human Resources will post available positions internally (intranet) and externally on the Columbia College website and different job boards or academic distribution groups.

3.0 Job Applications

- 3.1 An online application will only be accepted for posted or advertised positions during the posting or advertising period.
- 3.2 Job applicants will not be able to apply after the closing date and time and thus will not be considered.

4.0 Screening and Short-listing Candidates

- 4.1 Human Resources will conduct the screening of applications and the short-listing process.
- 4.2 The short-list of instructors will be based on the application letter and resume and must consider the following:
 - 4.2.1 the requirements and specifications contained in the job posting;
 - 4.2.2 educational credentials as indicated in the Employment Agreement;
 - 4.2.3 previous teaching experience in post-secondary institutions and
 - 4.2.4 experience in a related or similar position.

Human Resources will notify the Dean about the shortlisted applicants. The Dean will select the candidates to be interviewed and inform Human Resources. Only instructors short-listed for an interview who meet the screening criteria will be contacted.

Applicants will be advised if there is a significant delay between the application closing date and the completion of the short-listing process.

5.0 Selection – Interviewing process

- 5.1 The hiring committee will include the Dean, Assistant Dean or designated a representative from the Human Resources Department, or an externally designated member.

- 5.2 Using behavior-focused interviewing methodology, Human Resources will develop an interviewing guide/questionnaire for each position to reflect required skill, competency, and values requirements.
- 5.3 The interview questions will be based on the job requirements and specifications outlined in the job description and contained or referenced in the job posting.
- 5.4 The interview must include a 10/20 minute presentation on the teaching subject matter and will continue with an interviewing phase.
- 5.5 The hiring team will be responsible for interviewing in a consistent, unbiased, and non-stereotypical manner with attention to the following components of fair hiring practice:
 - 5.5.1 provide a private, non-disruptive environment for the interview;
 - 5.5.2 establish and maintain rapport;
 - 5.5.3 ask questions with consistency;
 - 5.5.4 be an active listener;
 - 5.5.5 pay attention to nonverbal cues;
 - 5.5.6 provide information as freely and honestly as possible
 - 5.5.7 recognize biases and stereotypes;
 - 5.5.8 control the course of the interview;
 - 5.5.9 standardize the questions asked (to increase the reliability of the interview and avoid discrimination);
 - 5.5.10 take careful notes and record facts, impressions, and relevant information, including what the applicant was told.

The hiring committee might decide to bring the finalist/s to a subsequent interview.

6.0 Selection – Degrees and References

- 6.1 Selected candidates must submit a copy of the required degrees.
- 6.2 Degrees completed outside of Canada should include proof of degree equivalency provided by an organization or a professional body designated by Immigration, Refugees, and Citizenship Canada.
- 6.3 Finalists are requested to submit student evaluations.
- 6.4 The Human Resources Department will check references by completing the reference form.
- 6.5 Candidates must provide the names and contact information of three (3) credible work-related references, one of whom must be the candidate's most recent immediate supervisor. All references must be able to respond to questions about the candidate's past work performance and job-relevant behaviors.

7.0 Hiring Decision

- 7.1 The hiring committee will be responsible for making the candidate's selection decision.
- 7.2 Human Resources will offer the position to the finalist selected by the hiring committee.
- 7.3 Upon the selected candidate's confirmation of acceptance, Human Resources will contact the other short-listed candidates to thank them for their participation and inform them that another candidate was selected.

Human Resources will facilitate the instructors' onboarding process.

All applications received by the College will be kept on file for one year.

C. APPROVALS:

IF APPLICABLE:

Chair, Academic Board N/A	Date:
Chair, Marketing and Recruitment Committee: N/A	Date:
Chair, Finance Committee: N/A	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: August 2029	Dates(s) revised: December 2019 August 2024	Replaces Policy/Form Number: 5.3
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