
Policy Title: Hiring and Appointment of Faculty Members

Policy No: 5008

Approval Date: February 15, 2012

Approval Body: Academic Council

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Policy Statement

University Canada West (UCW) is committed to hiring faculty members who fit with the qualifications required to fulfill the mandate of the university. UCW will use fair, equitable and effective recruitment and selection practices that comply with legislative requirements.

Purpose

The purpose of this policy is to outline the standards and processes that will normally be observed in the hiring and appointment of academic faculty members at UCW. The desired outcomes are to hire the most qualified and suitable applicants through fair and equitable selection processes that meet with legislative requirements and university policy. This policy requires that confidentiality and respect for the applicants is maintained throughout the process.

Scope

All applicants for faculty positions shall receive fair and equal consideration consistent with the applicable federal and provincial legislation. This policy applies to all full time and part time appointments to faculty positions at UCW. Full time appointments are for a period of 24 months. Part time appointments are for a period of 12 months.

Faculty members at UCW must have a doctoral degree (or be near completion of a doctoral degree) related to the discipline area taught with evidence of related scholarly work and some post-secondary teaching experience; or a Master's degree related to the discipline with extensive related professional/ business and post-secondary teaching experience in the field. Doctoral degrees are normally required for teaching or supervising graduate students. Related professional and/or business experience is an asset for all faculty positions. Exceptions to these requirements may be approved by the Vice President, Academic and Student Services (VPASS).

The Dean or Program Chair has the authority to select faculty for part-time positions providing budget approval is received from the VPASS. 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. The UCW advertising policy will be followed. Applicants must provide current curriculum vitae, at least three (3) references related to academic and teaching performance, copies of recent teaching evaluations and proof of academic qualifications.

The Dean or Program Chair will form a selection committee to include at least one other Chair or a senior faculty member in the related academic field to select a short list of applicants and to conduct interviews. Normally, candidates will be required to make a presentation demonstrating their teaching philosophy and methods. The Dean or Program Chair will check references and document the results of the selection process including interviews. If there is disagreement on the selection of a successful candidate, the VPASS will make the final decision. The Registrar's Office will verify degree parchments and transcripts. The Dean or Program Chair will extend both a verbal offer of employment and a written employment offer, signed by the Vice President, Academic and Student Services (VPASS), to the successful candidate. 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.

The VPASS will provide authorization to recruit to 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 VPASS. When recruitment to a full-time faculty position has been approved, the VPASS will appoint the Chair of the Selection Committee, normally the appropriate Dean or Program Chair.

The Chair of the Selection Committee will appoint the committee members with the approval of the VPASS. The Selection Committee will have at least three (3) members including at least one (1) who has specific knowledge of the academic subject related to the position. 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.

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 VPASS. The Chair will contact Human Resources regarding placement of the advertising 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. The 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.

The Chair will convene a meeting of the selection committee to review the applications. The committee will select a short list of candidates to interview. If the committee members are unable to reach a consensus about which candidates will be interviewed, the Chair will make the final decision. 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.

When the final short-list is created, the Chair will receive authorization from the VPASS for any expenses to be paid 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 VPASS.

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 upon 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 panel will be required to attend any presentations made by the candidates.

When the interviews are completed, the Selection Committee will meet to determine the best candidate(s) for the position. The 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.

Ideally, the decision on the final selection of a candidate will be made by consensus. Where there is no consensus, the Chair will make the final decision, noting the dissent of committee members. The Registrar's Office will verify the accuracy of the transcripts and the qualifications conferred. The Chair will submit the recommendation of the Selection Committee, along with all documentation, to the VPASS. The VPASS will make a recommendation to the President who must approve the offer of employment to the candidate. The Chair makes the verbal offer to the candidate. Negotiations

with the candidate must be conducted by the Chair of the Selection Committee in consultation with the VPASS. The VPASS and the President 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 VPASS.

If the candidate does not accept the offer, the Chair will call of a meeting of the Selection Committee. Members may recommend making 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 VPASS will make the final decision to proceed or to close the competition.

Normally, the Chair of the Selection Committee will notify the short listed candidates who were not successful after the formal letter of offer has been accepted.

Where the successful candidate is not a Canadian citizen or permanent resident of Canada, the Chair will consult with the VPASS and Human Resources regarding possible employer support to the candidate towards the candidate's application to work in Canada. In such cases, the University will be expected to demonstrate that the position was appropriately advertised and that there were no qualified Canadian citizens or permanent residents who applied for the position. An offer of employment to a foreign worker will be conditional upon the candidate obtaining authorization to work in Canada.

The Chair of the Selection Committee collects all information 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.

Exceptions to the selection processes outlined in this policy must be approved by the VPASS or the President.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Full-time faculty member	A full-time faculty member has responsibilities for teaching, research and other related responsibilities as outlined in the contract for full-time faculty members at University Canada West
Part-time faculty member	A part-time faculty member has responsibilities for teaching and other related responsibilities as outlined in the contract for part-time faculty members at University Canada West

Related legislation

Charter of Rights and Freedoms, Canada

Canadian Human Rights Act

Personal Information and Protection Act (PIPA), B.C.

Personal Information Protection and Electronic Documents Act (PIPEDA), Canada.

Related policies

Policy Number	Policy Title
6751	Information Privacy and Security
6750	Records Management

Responsibility

It is the joint responsibility of the Vice President Academic and Student Services (VPASS), and the Director of Human Resources to ensure that policies and processes for faculty recruitment and selection are fair, equitable and comply with relevant policies and legislation.

The Academic Council is responsible for reviewing and approving the policy as recommended by the VPASS and the Director of Human Resources.

The VPASS is responsible for the development and implementation of the Academic Hiring Policy and for maintaining the currency of the policy.

The VPASS must authorize recruitment to all faculty positions. The President has the final authority to approve appointments to full-time faculty positions.

The VPASS is responsible for establishing the Selection Committees for full time faculty appointments and for approving membership to the committees.

The Dean or Program Chair is responsible for hiring part-time faculty.

The Dean or Program Chair is responsible for ensuring appropriate orientation and training for new faculty members

The Chair of the Selection Committee is responsible for leading the recruitment and selection process for full-time faculty positions ensuring that the process is fair and unbiased and that selection committee members conduct themselves according to the policy and procedures.

It is the duty of all members of the UCW community involved in the hiring process to ensure that the policy and procedures are followed and that confidentiality is maintained.

The Registrar's office is responsible for verifying transcripts or degree parchments for candidates.

The Chair of the Selection Committee must keep accurate records of communications with the candidates, formal interviews, and the decisions of the committee.

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Recruitment to part time faculty positions:

The Dean or Program Chair receives approval to recruit from the Vice President Academic and Student Services (VPASS) unless pre-authorization has been granted through an approved staffing plan. 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.

The Dean or Program Chair forms a selection committee that includes at least one other Program Chair or a senior faculty member with expertise in the related field. The committee members screen the applications, interview the most qualified and suitable applicants and recommend the best candidate to the Dean or Program Chair. The Dean or Program Chair conducts the reference checks. The degree qualifications are verified by the Registrar's office. The Dean or Program Chair extends a verbal offer. The VPASS approves and signs the part time faculty contract of employment. Once the contract of employment is signed by the candidate, a copy is sent to Human Resources along with a copy of the curriculum vita to set up payroll and the employee file. The original copy of the contract of employment and all records pertaining to the recruitment and selection process are kept in a secure location by Dean or Program Chair according to the records management policy.

The Dean or the Program Chair ensures that the new faculty member receives appropriate orientation and training.

Recruitment to full-time faculty positions:

The Dean or Program Chair receives authorization from the VPASS to recruit to a full-time faculty position. Normally, the VPASS appoints the Dean or Program Chair to as Chair of the Selection Committee. The Chair appoints the selection committee members with approval of the VPASS.

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 for a recruitment posting, and with approval of the VPASS, the Chair contacts Human Resources to post the position.

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.

An interview plan and set of core interview questions is developed by the Selection Committee to be followed for each interview. The short list is finalized. The Chair receives approval from the VPASS for any expenses related to interviews prior to inviting candidates for interviews on campus.

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. The Chair, or designated committee members will conduct reference checks on the successful candidate. Reference information will be discussed by the committee who may or may not recommend appointment of the candidate. The Chair recommends the offer to be made to the successful candidate to

the VPASS. The VPASS must receive approval from the President before advising the Dean or Program Chair to proceed with the offer. Negotiations between the Chair and the candidate are conducted with the approval of the VPASS. The VPASS and the President must approve the final offer. The Chair makes the final offer to the candidate. If the verbal offer is accepted, Human Resources will send the letter of offer and the contract of employment, signed by the VPASS, 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 VPASS. The Chair of the Selection Committee confirms the acceptance of offer to the Selection Committee. The Chair announces the appointment to the UCW community.

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 VPASS makes the final decision to proceed with the short listed candidates or to close the competition.

The Chair of the Selection Committee collects all information in the competition file to be retained in a secure location according to the records management policy.

The Dean or Program Chair ensures that the new faculty member receives orientation and training.