

Faculty of Education

Search Procedures for Endowed Chairs and Professorships

September 22, 2010

These procedures are based on and in compliance with [UBC Policy 47](#) (See Appendix: Chairs and Professorships Funded by External Funds) and those established in the [Faculty Relations Recruitment Guide](#). They are intended to guide the selection process for Faculty of Education Endowed Chairs and Professorships, which include:

- David Lam Chair in Multicultural Education
- Dorothy Lam Chair in Special Education
- Eleanor Rix Professorship in Rural Teacher Education
- Myrne B. Nevison Professorship in Counseling Psychology
- David F. Robitaille Professorship in Mathematics and Science Education
- Chris Spencer Foundation Professorship in Dyslexia
- Professorship in Struggling Youth
- Pacific Press Professorship of Literacy and Technology
- Professorship in Autism Intervention (to be confirmed)

1. Search Committee

Search Committee Composition

The Associate Dean, Graduate Programs and Research, serves as the Dean's designate and Committee Chair. The Chair shall recruit and form the Committee, seeking expertise from across the Faculty appropriate to the nature of the position. S/he shall consult with the Dean and academic units on the structure of representation and review the deed for any additional requirements. Representation from graduate students and the external community may be requested.

It is the responsibility of the Committee Chair to:

- 1.1. Ensure that the Search Committee members understand their roles in the selection process and their roles as representatives of the Faculty.
- 1.2. Ensure that Search Committee members understand the importance of maintaining confidentiality and are not in conflict of interest, such as personal relationships. (See Appendix: UBC Policy 97, *Conflict of Interest and Conflict of Commitment*).
- 1.3. Consider representation of employment-equity groups in forming the Search Committee. Recruit members with appropriate expertise.

- 1.4. Communicate that all panel members are expected to attend the candidates' presentations and interviews, so that each candidate is given an equal opportunity to demonstrate her/his suitability for the position. If conflicts arise, electronic records and an opportunity to question the candidate will be provided.
- 1.5. Ensure that all Search Committee members are aware of UBC Equity Policy and Human Rights legislation and their relationship to the questions they may ask. (See Appendix: *Orientation Manual*).

2. Crafting the Advertisement/Call for Applications

It is the responsibility of the Committee Chair to:

- 2.1. Ensure that the Search Committee meet to craft the advertisement/call for application consistent with the relevant Endowment Deed.
- 2.2. Ensure that the Search Committee establish criteria for the position and specify desired qualifications, consistent with the endowment deed.
- 2.3. Ensure that the advertisement/call is posted widely and for a sufficient period of time (see Appendix: *Advertising Guidelines*).
- 2.4. Ensure the Equity Statement is included (see Appendix: UBC Policy 2 *Employment Equity*): "UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. UBC is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas."

3. Selection Process: General Guidelines

- 3.1. In order to comply with the provincial Freedom of Information and Protection of Privacy (FOIPOP) and Human Rights legislation, all members of the Search Committee should ensure an objective and transparent process.
- 3.2. The Chair shall keep a factual record of the recruitment and selection process, including copies of advertisements as well as descriptions of special measures to recruit members of designated groups. Records must be kept for a period of one year from the time of the interview and should be filed in a secure place. Minutes of key meetings and discussions are recommended.

4. Selection Process: Screening Applications

The Search Committee shall:

- 4.1. Review and evaluate each application against the previously established criteria.

- 4.2. Establish a shortlist of candidates based on those who meet the minimum advertised qualifications. From this pool, derive an interview shortlist. The Committee must be able to document and justify the way in which it developed the shortlist.
- 4.3. Ensure that applicants who have qualifications or experience acquired in non-traditional ways are not unreasonably excluded; rather, diversity in background, experience, and research should be considered. Human Rights legislation prohibits both intentional and unintentional discrimination.
- 4.4. The Chair shall request names of reference for the shortlisted candidates. Note that only references provided by the candidate should be contacted unless the candidate's permission has been sought to contact others or unless the candidate is currently/was previously employed by UBC.

5. Selection Process: Presentations and Feedback

- 5.1. Each candidate will participate in an open meeting (typically one hour, with a 30 minute presentation and 30 minute question and discussion period) in which s/he will describe related accomplishments and a plan of activities that would fulfill the position mandate during the term of the Chair/Professorship.
- 5.2. Written feedback from attendees of the presentations shall be collected. Candidates' information will be posted online; Faculty members will be able to review information submitted by candidates and provide written feedback before a specified deadline.
- 5.3. The Chair shall ensure that there are written notes or documentation by other media that enable committee review of the full presentation. Interview arrangements are coordinated by the Office of Graduate Programs and Research.

6. Selection Process: Interviewing Candidates

- 6.1. After the candidate's presentation, the candidate will be interviewed by the Search Committee.
- 6.2. Prior to the interview, the Search Committee will develop a set of questions that relate directly to the selection criteria for the position, ensuring that the questions assess criteria that can permit observation.
- 6.3. Prior to developing questions, the Chair shall provide a review of guidelines on employment equity and human rights.
- 6.4. The Committee will pose the same core questions to all candidates, and may pose questions specific to each candidate.
- 6.5. Human Resources Development Canada (HDRC) allows selection committees to consider "fit" when evaluating applicants. "Fit" refers to a candidate's ability to make a positive contribution to the Faculty environment. Committees must ensure that "fit" is not used inappropriately to indulge personal biases or to discriminate against candidates from groups protected by Human Rights legislation. (See Appendix: *The Employer's Guide to Human Rights*).

7. Identifying the Successful Candidate

- 7.1. The Chair shall convene a meeting of the Search Committee to discuss the presentations and interviews and identify the successful candidate. S/he will ensure

that the qualifications and potential contributions of each candidate are discussed. An anonymous vote will be taken to determine the recommendation that the Search Committee will make to the Dean. The Chair will only vote in the event of a tie.

- 7.2. Whether interviewed or not, all unsuccessful applicants must be informed in writing that they were unsuccessful prior to public announcement of the hire. The Committee should be prepared to provide reasons for the rejection of all unsuccessful applicants.
- 7.3. Note that UBC policy encourages restarting the search process if an excellent candidate is not found.

8. The Appointment Process

- 8.1. The Committee Chair shall keep applicants informed of the progress of the search either by email, letter or website.
- 8.2. The Search Committee Chair shall write a report to the Dean describing the search process and the result, including any recommendation on appointment.
- 8.3. The Dean shall make a conditional offer in writing to the successful candidate.
- 8.4. Once accepted, the Dean shall widely announce the successful candidate.

9. Assessment/Term of Appointment Review, Option for Reappointment

- 9.1. If not specified by the terms of the endowment, the Dean shall set the term of the Chair/Professorship to, normally, 3 - 5 years, with a possibility of renewal.
- 9.2. Prior to assuming the position, the successful Chair/Professorship holder should submit a budget and term plan to the Director of Finance and Administration and to the Associate Dean, Graduate Programs and Research.
- 9.3. The Chair/Professorship holder shall submit an annual report of activities and budget to the Associate Dean, Graduate Programs and Research.
- 9.4. Normally, appointments to Chairs/Professorships shall be for one term; however, current holders have the option to apply for reappointment as part of an open search process.

Appendix

1. [UBC Policy 47](#): Chairs and Professorships Funded by External Funds
2. UBC Policy 97: Conflict of Interest and Conflict of Commitment
<http://www.universitycounsel.ubc.ca/policies/policy97.pdf>
3. Search Committee Orientation Manual (developed by the Faculty of Education)
 - 3.1 UBC Equity in the Recruitment and Selection Process for Senior Positions at UBC (Draft).
 - 3.2 Gender Bias in Peer Review of Faculty Notes for DACOPAT by Simon Peacock and Anne Condon, February 2009.
4. UBC Advertising Guidelines
http://www.hr.ubc.ca/faculty_relations/recruitmentguide/adguidelines.html
5. UBC Policy 2: Employment Equity
<http://www.universitycounsel.ubc.ca/policies/policy2.pdf>
6. The Employer's Guide to Human Rights
<http://www.aq.gov.bc.ca/human-rights-protection/pdfs/EmployerInfo.pdf>
7. A Guide to Screening and Selection in Employment
http://www.chrc-ccdp.ca/publications/screening_employment-en.asp