

SUMMARY – FACULTY RECRUITMENT: STEPS, APPROVALS, TIMELINE AND GUIDELINES

STEPS	APPROVAL PROVIDED BY WHICH OFFICE	NECESSARY DOCUMENTS
STEP 1: Seeking Approval to Fill a Position	Dean's Office	<ol style="list-style-type: none"> 1. Updated Faculty Renewal Plan including rationale for each proposed hire 2. Completed Faculty Hire Request Form
PAUSE: The Dean will review the submitted documents & notify the Head/ Director in writing about decision made. In some cases, more information may be required.		
STEP 2: Requesting Authorization to Begin a Search	Snr. Assoc. Dean, (with documents submitted to Sr. Manager, Faculty Affairs & HR)	<ol style="list-style-type: none"> 1. Recruitment Plan for each position 2. Draft a job advertisement (Contact Anna Bin for a template) 3. Statement of Criteria
PAUSE: The Snr. Assoc. Dean will review the documents for each position. Once approved, the Sr. Manager, Faculty Affairs & HR will submit the job ad to Faculty Relations and then the Office of the Provost for final approval.		
STEP 3: Distributing the Advertisement	Dean's Office covers the cost of a 30-day ad in 3 external outlets	<ol style="list-style-type: none"> 1. All vacancies should be advertised nationally for at least a month. 2. Keep records of where and how ads are being circulated.
STEP 4: Activating and Orienting the Search Committee	Search Committee Membership needs to be approved by Senior Associate Dean. (Submit the membership list to Sr. Manager, Faculty Affairs & HR)	<ol style="list-style-type: none"> 1. Head/ Director should announce the members of the search committee to the unit once approved by the Snr. Assoc. Dean. 2. Head/ Director/ Search Committee should arrange an orientation session for committee members with Snr. Assoc. Dean.
NOTE: The Chair of the Search Committee is responsible for maintaining factual records of the recruitment and selections process as well as ensuring that no conflicts of interests can influence the outcome of the search.		
STEP 5: Tracking the Applicant Pool	<p>Sr. Manager, Faculty Affairs & HR, will provide the survey link to the search's support admin support person.</p> <p>Department Head/Director (phone call suggested over email)</p>	<ol style="list-style-type: none"> 1. Data from all applicants for tenure-track positions collected by Faculty of education using an online survey. 2. Employment Equity survey link should be sent to each applicant. 3. Snr. Assoc. Dean to monitor survey results and share with Chair of the Search Committee, Head/ Director. 4. Communication with applicants: acknowledge receipt and inform unsuccessful candidates at appropriate times (i.e. when they are not long/short listed).

STEP 6: Reviewing Applications and Creation of a Long List and Short List	Developing a long list	
	<ol style="list-style-type: none"> 1. Search Committee 2. Committee Chair should provide an explanation of approaches taken to recruit a diverse range of applicants 3. Once long list is established, Chair should seek reference letters 	<ol style="list-style-type: none"> 1. Develop a long list of applicants who meet basic requirements. 2. Review & evaluate each application against the Statement of Criteria established in Step 2. 3. List should include members of employment equity groups. 4. At least 3 reference letters for each candidate 5. For higher ranks with tenure (Assoc. Prof, Prof, Senior Instructor and Prof of Teaching), reference letters should be external to UBC and to the candidate's current institution.
	Arriving at a short list and seeking permission to interview	
	<ol style="list-style-type: none"> 1. Committee Chair 2. Dean's Office will review the submitted shortlist 3. Snr. Assoc. Dean 	<p>Following documents should be provided to Sr. Manager, Faculty Affairs & HR:</p> <ol style="list-style-type: none"> 1. Total number of applications and the breakdown of international and Canadian applicants 2. Long list 3. Short list including a half-page rationale for each candidate (incl. review of applicant's file with the approved Statement of Criteria and the job ad) 4. Long and Short-listed applicant's supporting documents incl. CV, Letter of application, sample publications and reference letters (short listed candidates only)
<p>PAUSE: The shortlist must be approved by the Dean's Office before candidates are invited for interviews.</p> <p>NOTE: Applicant files must be stored in a password-protected course shell on the Connect site. Committee Chair should only contact referees provided by the candidate.</p>		
STEPS 7 & 8: Identifying the Successful Candidate	Search Committee	<ol style="list-style-type: none"> 1. Develop interview questions based on the Statement of Criteria and an evaluation form; design an interview itinerary. 2. The Senior Associate Dean must meet with every shortlisted candidates
<p>NOTE: Conversations and written communications with applicants should be consistent with UBC's policies and the Collective Agreement.</p>		
STEP 9: Making the Offer	<ol style="list-style-type: none"> 1. Head/Director and DSPC 2. Snr. Assoc. Dean 	<ol style="list-style-type: none"> 1. Search Committee recommends the appointment to the Head/Director 2. Head/Director consults DSPC and recommends to the Dean 3. Snr Associate Dean makes an offer letter
<p>PAUSE: Snr. Assoc. Dean will communicate via email the main offer items with the preferred candidate until a final offer is made.</p> <p>NOTE: Faculty appointments offers are made by Dean's Office in consultation with Head/Director on the workload.</p>		