



Faculty of Education

Search Procedures for Endowed Chairs and Professorships

August 2018

These procedures are based on and in compliance with [UBC Policy 47 Chairs, Professorship and Distinguished Scholar Honorifics](#) and those established in the University of British Columbia's *Faculty Recruitment Guide* (see Appendix). They are intended to guide the selection process for Faculty of Education Endowed Chairs and Professorships, which include:

- Chris Spencer Foundation Professorship in Dyslexia
- David F. Robitaille Professorship in Mathematics and Science Education
- 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
- Royal Canadian Legion Professorship in Group Counseling and Trauma

1. Terms of Reference

The Dean will review the Terms of Reference for the Chair/Professorship and the previous advertisement for the Chair. The Dean will consult across the Faculty, including the Office of Development and Alumni Engagement, as appropriate to the nature of the position. The Dean may elect to constitute a focus group as part of the consultation. The Dean (and possibly, the focus group) will review the advertisement and make revisions to align appointment with updates to the field, equity objectives and any additional requirements. The Dean will seek advice on the composition of the Search Committee and Chair to suit the updated advertisement including with the focus group, Head or Heads and Director/s.

2. Search Committee

The Dean will identify a suitable Committee Chair and recruit and form the Search Committee, seeking expertise from across the Faculty appropriate to the nature of the position. Representation from graduate students and the external community may be requested. Support for the search process is provided by the Dean's Office staff.

It is the responsibility of the Committee Chair to:

- 2.1. Ensure that the Search Committee members understand their roles in the selection process and their roles as representatives of the Faculty.
- 2.2. 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*).

- 2.3. 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.
- 2.4. Ensure that all Search Committee members attend an orientation on search processes provided by the Dean's Office and are familiar with the Faculty of Education Faculty Recruitment Guidelines, which identify best practices for achieving the Faculty's equity goals at every step in a Search.

3. Crafting the Advertisement/Call for Applications

It is the responsibility of the Committee Chair to:

- 3.1. Ensure that the Search Committee meets to finalize the advertisement/call for application consistent with the relevant Terms of Reference.
- 3.2. Ensure that the Search Committee establish criteria for the position based on the advertisement and specify desired qualifications, consistent with the relevant Terms of Reference and the Faculty's equity provisions.
- 3.3. Ensure that the established criteria are agreed upon by the whole committee and adhered to throughout the search process.
- 3.4. Ensure that the advertisement/call is posted widely and for a sufficient period of time (see Appendix: *Advertising Guidelines*).
- 3.5. Ensure the Equity Statement is included with attention to Equity objectives at every step in the Search (see Appendix: UBC Policy 2 *Employment Equity*):

"Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person."

- 3.6. Ensure that the advertisement includes a request that reference letters be sent to the search support staff.

4. Selection Process: General Guidelines

- 4.1. In order to comply with the provincial Freedom of Information and Protection of Privacy Act (FIPPA) and Human Rights legislation, all members of the Search Committee should ensure an objective and transparent process.
- 4.2. The Chair will 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.

5. Selection Process: Screening Applications



The Search Support Staff (Dean's Office) will:

- 5.1 Collate the application files of candidates, and check for completion (including receipt of candidates' reference letters) and potential conflict of interest (CoI) with any search committee members.
- 5.2 If a potential CoI exist, the Dean will be notified and will initiate a management process as appropriate.
- 5.3 Distribute all the applications to the Search Committee following the published application deadline.

Upon receipt of the applications, the Search Committee will meet to:

- 5.4 Review and evaluate each application against the previously established criteria.
- 5.5 Establish a shortlist of candidates based on the established criteria The Committee must be able to document and justify the way in which it developed the shortlist.
- 5.6 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.

When in doubt, please refer to the *Faculty of Education Faculty Recruitment Guidelines* (see Appendix).

6. Selection Process: Presentations and Feedback

- 6.1. 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 they will describe related accomplishments and a plan of activities that would fulfill the position mandate during the term of the Chair/Professorship.
- 6.2. 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 provided written feedback before a specified deadline.
- 6.3. The Chair shall ensure that there are written notes or documentation by other media that enable committee review of the full presentation. Candidates' interview arrangements are coordinated by the DNSO.

7. Selection Process: Interviewing Candidates

- 7.1. After the candidate's presentation, the candidate will be interviewed by the Search Committee.
- 7.2. 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.
- 7.3. Prior to developing questions, the Chair shall provide a review of guidelines on employment equity and human rights.
- 7.4. The Committee will pose the same core questions to all candidates, and may pose questions specific to each candidate.
- 7.5. 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*).

8. Identifying the Successful Candidate

- 8.1. The Chair will convene a meeting of the Search Committee to discuss the presentations and interviews and identify the successful candidate. They 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.
- 8.2. 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.
- 8.3. Note that UBC policy encourages restarting the search process if an excellent candidate is not found.

9. The Appointment Process

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

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

- 10.1. Consistent with Policy 47 (and unless otherwise specified by the terms of the endowment), Chairs and Professorships are conferred on holders for a five year Period and may be extended up to one (1) year upon written approval by the Dean.
- 10.2. Prior to assuming the position, the successful Chair/Professorship holder should submit a budget and term plan to the Assistant Dean, Finance and to the Associate Dean, Research (ADR).
- 10.3. The Chair/Professorship holder shall submit an annual report of activities and budget to the ADR.
- 10.4. Normally, appointments to Chairs/Professorships shall be for one Period; however, current holders have the option to apply for reappointment as part of an open search process.



Appendix

1. UBC Policy 47: Chairs, Professorship and Distinguished Scholar Honorifics
<https://www.universitycounsel.ubc.ca/files/2014/04/policy47.pdf>
2. UBC Faculty Recruitment Guide
<http://www.hr.ubc.ca/faculty-relations/recruitment/faculty-recruitment-guide/>
3. UBC Policy 97: Conflict of Interest and Conflict of Commitment_
<http://www.universitycounsel.ubc.ca/policies/policy97.pdf>
4. Faculty of Education Faculty Recruitment Guidelines
<http://resources-educ.sites.olt.ubc.ca/files/2018/04/FacultyRecruitmentGuidelinesApr2018.pdf>
5. UBC Advertising Guidelines
<http://www.hr.ubc.ca/faculty-relations/recruitment/advertising-guidelines/>
6. UBC Policy 2: Employment Equity
<http://www.universitycounsel.ubc.ca/policies/policy2.pdf>
7. The Employer's Guide to Human Rights
<https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/human-rights/human-rights-protection/what-you-need-to-know.pdf>