

## SUMMARY – FACULTY SEARCH PROCEDURES: Chairs and Professorships

STEPS	Key Steps and Related Approvals	NECESSARY DOCUMENTS
<p><b>STEP 1: Preparing for the Search</b></p> <p>Dean's Office in communication with Heads, Colleagues and Office of Development and Alumni Engagement (DAE)</p>	<p>The Dean will review the Terms of Reference for the Chair/Professorship and the previous advertisement (if applicable). The Dean will consult across the Faculty, including the Office of DAE, 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) may review the advertisement and elect to make revisions to align appointment with updates to the field, equity objectives and any additional requirements. The step of making revisions to the advertisement may be delegated to the Search Chair and Committee.</p>	<ol style="list-style-type: none"> <li>1. Terms of Reference for Chair/Professorship</li> <li>2. Previous/Most Recent Advertisement</li> </ol> <p><b>** Please provide all search documents and correspondence to Anna Bin &amp; DNSO staff (Anita Kim).</b></p> <p><b>** Support for the search process is provided by the DNSO staff.</b></p>
<p><b>EQUITY:</b> Advertisement for the Chair/Professorship will include significance to diversification of academic discipline and provide evidence of key institutional equity related goals and metrics.</p>		
<p><b>STEP 2: Initiating the Search</b></p>	<p>The Dean will identify a suitable Search 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. Composition of the Search Committee membership may be recommended by the Search Chair.</p>	<ol style="list-style-type: none"> <li>1. Terms of Reference</li> <li>2. Updated Draft of job advertisement (Contact Anna Bin for a template)</li> </ol>
<p><b>EQUITY:</b> Search Committee member selection needs to take into consideration inclusion, minority or anti-colonial methods or fields and frequently overlooked faculty groups.</p> <p><b>PAUSE:</b> Final composition of the Search Committee will be confirmed by the Dean (or designate).</p>		
<p><b>STEP 3: Finalizing the Advertisement</b></p>	<p>The Dean may ask the Search Chair to carry out a preliminary review of the advertisement and to make revisions to align appointment with updates to the field, equity objectives and any additional requirements. The Search Chair will then work with the Search Committee by email (where possible) to make modifications to the advertisement to bring it in line with feedback from the Dean and the Assistant Dean, DAE, and recent changes to the academic field in question. The finalized advertisement will be submitted to the Dean's Office for approval prior to the first Search Committee meeting.</p> <p>Following DNSO approval, the advertisement will be locally distributed as these are internal searches.</p>	

<p><b>EQUITY:</b> Search Chair can encourage colleagues to encourage committee members to carry out extensive shoulder-tapping so as to recruit eligible members of under-represented, target equity groups.</p> <p><b>PAUSE:</b> Final draft of advertisement approval coordinated by Anna Bin, as well as approval for alterations to search committee membership. Final draft of advertisement will be approved by Senior Associate Dean (or designate).</p>		
<p><b>STEP 4: Search Committee Orientation and Search Criteria Development</b></p>	<p>The DNSO Support Staff will organize a 90-minute meeting with members of the Search Committee:</p> <ul style="list-style-type: none"> <li>- 30 minutes of the meeting: Orientation session with Snr. Assoc. Dean</li> <li>- Hour of the meeting: Search Committee develops criteria and discusses search-</li> </ul>	<p>The Search Committee reviews the final advertisement and any related documents and creates a formal documented set of criteria that will be used at every step of the search including long/short-listing and interviewing.</p>
<p><b>EQUITY:</b> Search Criteria needs to include criteria pertaining to equity goals, as well as criteria that reflect minority trajectories within disciplines that will advance our equity agenda and social justice goals.</p> <p><b>PAUSE:</b> Chair sends Criteria to Anna Bin for approval. The Search Chair 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.</p>		
<p><b>STEP 5: Tracking the Applicant Pool</b></p>	<p>The DNSO support staff will provide the list of applicants to the Search Chair after the application deadline.</p>	
<p><b>STEP 6: Finalizing the Membership of Search Committee: COI Management on Receipt of applications</b></p>	<ol style="list-style-type: none"> <li>1. The DNSO Support Staff reviews applicant CVs and identifies (1) who the applicant's supervisor was for MA/PHD in cases where studies were completed at UBC and if that supervisor is on the Search Committee, and (2) if the applicant has extensive collaboration with any Search Committee members. If either situation exists, this information is provided to the Search Chair for management in consultation with the Dean.</li> <li>2. If an applicant's (current/previous) supervisor is on the Search Committee, the Search Chair should recommend to the Dean a replacement for the faculty member on the Search Committee.</li> <li>3. If an applicant has collaborated extensively with a Search Committee member, management options will be reviewed.</li> <li>4. A revised Search Committee membership should be provided to Anna Bin for approval.</li> <li>5. The Search Chair and the Committee will be briefed on COI Management and will undertake review of any other conflicts during the Search Committee Orientation (STEP 4).</li> </ol>	
<p><b>PAUSE:</b> COI management. Questions about COI management will be coordinated by Anna Bin.</p>		

<b>STEP 7: Reviewing Applications and Creating a Short List</b>	Developing a Short List	1. Search Criteria
	<ol style="list-style-type: none"> <li>1. Develop a short list of applicants who meet basic requirements.</li> <li>2. Review &amp; evaluate each application against the Search Criteria established in STEP 4</li> <li>3. List should include members of employment equity groups.</li> <li>4. At least 2 reference letters for each candidate.</li> </ol>	
<p><b>EQUITY:</b> Criteria for short-listing need to be applied in such a way as to address equity goals and to surface and address unconscious and conscious bias. This includes paying attention to how systemic bias can disadvantage members of minority groups and minoritized fields of academic inquiry.</p> <p><b>PAUSE:</b> The shortlist must be approved by the Dean's Office (Senior Associate Dean or designate) before candidates are invited for interviews. Approvals coordinated by Anna Bin.</p>		
<b>STEPS 8: Identifying the Successful Candidate</b>	<ol style="list-style-type: none"> <li>1. Develop interview questions based on the Search Criteria and an evaluation form;</li> <li>2. Design a consistent interview itinerary.</li> </ol>	
	<p><b>EQUITY:</b> Criteria and practices for identification of the successful candidate need to be applied in such a way as to address equity goals and to surface and address unconscious and conscious bias. This includes paying attention to how systemic bias can disadvantage members of minority groups and minoritized fields of academic inquiry.</p>	
<b>STEP 9: Making the Recommendation and Making the Offer</b>	<ol style="list-style-type: none"> <li>1. Search Committee recommends the appointment to the Dean, with CC to Anna Bin.</li> <li>2. The Dean communicates with the successful candidate to make an offer.</li> <li>3. The Dean's Office coordinates an announcement.</li> </ol>	
	<p><b>NOTE:</b> Faculty appointment offers are made by Dean's Office in consultation with Head/Director on any workload implications.</p>	