Tenured-Track, Teaching Faculty & Limited Term Faculty Member (TTT/TF & LTFM)

- **These employees are represented by the [University of Ontario Institute of Technology Faculty Association](#) (UOITFA).**
- **Appointed to teach for twelve (12) months or longer.**

Conditions	Position Approval	Posting Process	Selection Process	Interview Process	Offer	Onboarding

	Accountability	Process Steps:
		Position Approval
☐	Dean	Hiring Manager to ensure a new position or position replacement meets the above conditions of employment.
☐	Dean	Evaluate business needs and identify workforce requirements. Confirm budget availability.
☐	Executive Assistant/DPO	Complete Hiring Request Form [(HRF)](#) with appropriate unit head signature. Submit HRF to Recruitment Assistant at [HRrecruitment@ontariotechu.ca.](#)
☐	HR	Review the completed HRF and escalate for required approvals as appropriate. Position control details will be added to page 2 of the HRF.
☐	HR	The approved HRF will be returned to the Dean to action next steps of the job competition process, with copy to the supporting unit Faculty Admin*****.
		Posting Process **Dean to review Article 15.02 of the FA Collective Agreement** **Article 15.02 c) will inform the requirements of the respective search committee**
☐	Executive Assistant	Completes the *Requisition Request* within [MY HR CONNECTION](#) The Executive Assistant will work with the Dean to identify relevant selection committee members as per article 15.02 c) of the collective agreement. The Executive Assistant will identify for the purposes of the Applicant Tracking System (ATS) the Chair, Reviewer(s) and Interviewer(s). Appropriate system access will be granted to all members based on the above roles.
☐	Dean	Confirm length of posting time for position and expected posting sites (e.g. CAUT, UA, Linked-In etc.) Discuss requirements for prescreen questions with Recruitment Specialist. HR Recruitment Assistant will populate into the ATS as appropriate.
☐	Dean & Selection Committee	Review [Faculty Association Collective Agreement](#) and MY HR Connection [user guide(s).](#)
☐	Dean	Advise each member of the selection committee of their responsibilities as per article 15.02 d). Ensure the [confidentiality agreement](#) has been signed by all committee members.

☐	Executive Assistant	Schedule EDI training with our EDI Office at inclusive@ontariotechu.ca prior to review of applicants.
		Selection Process **Additional shortlisting advice will be provided within the Faculty Hiring Guidelines -COMING SOON**
☐	Dean	Acting as the Committee Chair, the Dean will determine and finalize selection criteria _prior_ to review and shortlisting of any candidates.
☐	Selection Committee	Review all internal and external candidates against the posted job requirements and selection criteria.
☐	Selection Committee	Finalize and shortlist candidates for interview.
☐	Faculty Admin	Complete the appropriate phone screening for shortlisted candidates.
☐	Faculty Admin	Schedule interviews with candidates who have been identified as the most qualified. Confirm if accommodations are required, and if requested, please review our Accommodation for Employees and Job Applicants with Disabilities page or contact our Health and Disability Management Specialist.
☐	Dean/ Selection Committee	Confirm behavioural-based interview questions that will be used during the interviews. Note: interview questions should be the same for all interviews. Interview resources will be provided within the Faculty Hiring Guidelines - **COMING SOON**
☐	Selection Committee	The selection committee should meet 30 minutes prior to the first interview to discuss interview structure and setup. Review details on how candidates will be evaluated or scored during the interview.
		Interview Process – Article 15.06
☐	Dean	Reminder to ensure all interviewers have signed the confidentiality agreement.
☐	Selection Committee	Conduct in-person or virtual interviews as discussed in the preparatory meeting. Preference is given in-person interviews whenever possible.
☐	Dean	After the final interview, take time to discuss interviews and next steps with selection committee members. Agree on a date to submit all interview notes to the Dean.
☐	Dean	Request 'finalist' candidates complete the Reference Check Consent Form
☐	Dean	Dean to complete two academic references for finalist candidate and collect all interview notes for record-keeping.
☐	Executive Assistant	Schedule second interviews, if necessary.
		Offer Process
☐	Dean	Prior to the verbal offer contact the Recruitment Specialist to review the details of the preferred candidate. (e.g. international status, moving expenses eligibility, out-of-province concerns, start date etc.)
☐	Executive Assistant	Executive Assistant to request salary recommendation from Recruitment Specialist.
☐	HR	Recruitment Specialist to request salary recommendation from OIRA.
☐	OIRA	Complete salary recommendation and confirm appropriate starting salary for verbal _conditional_ offer candidate. OIRA returns salary recommendation to Recruitment Specialist (HR).
☐	Faculty Admin	Confirm with Recruitment Specialist any additional requirements (e.g. start date, moving expenses, LMIA requirements, research funding).
☐	Dean	Extend verbal offer to candidate and confirm research funding amounts, moving expenses, international details, start date Note: this offer is conditional on the approval of the appointment file by the Provost, and this should be communicated to the candidate as part of the verbal offer.

☐	Executive Admin	Upon verbal acceptance, move candidate to 'offer' status within the ATS.
☐	HR	Issue **'draft offer'** to Faculty Admin for the appointment file. The Recruitment Specialist will create DRAFT written for the appointment file and discuss any international requirements if required.
☐	Dean & Executive Assistant	Dean and Executive Assistant to complete the appropriate [appointment file checklist](#) for Provost review and approval. Dean to send the appointment file to the provost for approval.
☐	Provost	Office of the Provost to confirm approval of the appointment file to the Dean. Cc: Faculty Admin, fulltimecontinuing@ontariotechu.ca, Recruitment Specialist.
☐	HR	Recruitment Specialist to complete FINAL offer and send for Dean approval and presentation to candidate.
☐	Dean	Send final offer to candidate.
☐	HR	Send appropriate new hire documents for completion: HR Admin team to create Banner ID and return to the faculty. Total Rewards team to schedule a meeting with new hire to complete pension and benefits enrolment.
☐	Executive Assistant	Hiring unit to request IT setup and asset delivery.
		Onboarding
☐	Dean	Follow [onboarding checklist](#) to encourage smooth transition for the employee's first day. Advise completion of Mandatory Training Checklist is required.

*Each Faculty manages the offer and contract management process differently, with different admin staff roles responsible for different aspects of the overall process, from completion of HRF to candidate onboarding. Reference to *Faculty Admin* throughout this document is to refer to unique administrative support specific to the individual Faculty. As Dean, consider who this staff may be and action steps with them as appropriate.