

# **FACULTY RECRUITMENT GUIDELINES**

## **TENURED/TENURE-TRACK FACULTY AND TEACHING FACULTY**

### **1. Initiate the Search**

#### **Gain approval**

Approved appointment allocations (including salary range and start-up funds), pending budget approval, are conveyed annually by the Office of the Provost to the dean and Human Resources (HR).

### **2. Prepare to Search**

#### **Establish the search committee**

The dean conducts the search in accordance with established procedures, including establishing a search committee as an advisory committee to the dean or designate.

The search committee is convened in time to participate in the overall search process. The dean ensures that all members of the search committee understand their roles in the search process and their roles as representatives of the University.

### **3. Recruit Applicants**

#### **Advertise the position**

The dean sends the approved position request and draft posting to HR who posts the vacancy according to established procedures, UOIT's employment equity policy and HRSDC's 'Canadians First' policy.

While the 'Canadians First' policy is in effect, the position is advertised simultaneously in Canada and abroad.

The search committee documents all attempts to identify qualified Canadians or permanent residents for the position. The record of these efforts is included in the documentation required by HRSDC in the event that a foreign candidate is successful and a labour market opinion (LMO) application is made.

The process of advertising must support the objective to recruit the best pool of applicants possible from which to select a successful candidate. In addition to advertising in adherence to established procedures, the dean and search committee are encouraged to develop a recruitment strategy that brings the position to the attention of as many qualified applicants as possible.

## **4. Select Qualified Candidates**

### **Screen and shortlist applicants**

The dean and the search committee screen all applications and develop a shortlist of qualified candidates to be interviewed. Prior agreement amongst the search committee members about the selection criteria will increase the likelihood of consensus about the recommended shortlist.

### **Interview Candidates**

The dean and the search committee conduct interviews of the shortlisted candidates.

The HR advisor supports the search committee and provides assistance as needed throughout the search process (e.g. develops an interview strategy, provides interview tools and resources, acts as an advisory member on search committee, etc.).

The dean conducts individual meetings with each shortlisted candidate during the interview process to probe salary expectations and to answer any questions related to a potential offer.

### **Select the right candidate**

Acting in its advisory capacity, the search committee recommends acceptable finalist candidates to the dean, in accordance with the Appointment Process of the Faculty Association Collective Agreement.

The dean consults with the HR advisor to review potential negotiation terms and obtain salary range recommendations for finalist candidate/s.

### **Check References**

All applicants provide the names and contact details of three referees at the time of application to the advertised position. Once the finalist shortlist has been established, the dean compiles thorough reference information for the top-ranked shortlisted candidate. (Note: In accordance with FIPPA, the candidate must provide documented consent by signing *UOIT's Reference Check Consent Form* before any further reference checks are conducted.)

Appointments at the full-professor level require a comprehensive reference check process beyond the normal reference checking process. At the full-professor level the list of referees may include, but is not limited to, names and contact information provided by the candidate of graduate students, present supervisor(s), non-academic staff and at least one current colleague who has not provided a written reference.

Upon a positive reference check outcome, the dean finalizes and submits the recommendation to offer the position to the candidate best qualified to meet the requirements of the job, the needs of the faculty and the goals of the University.

## **5. Make an Offer of Appointment**

### **Submit a recommendation to appoint to the Provost for approval**

The dean contacts the finalist candidate to discuss the potential terms and conditions of an appointment (consistent with the allocated salary range and start-up funds and confirmed in discussion with the HR advisor) and address any questions relating to potential offer conditions.

*Note: Negotiation of the terms and conditions of an appointment with a finalist candidate does not constitute a formal offer of appointment and it must be expressly understood that such an offer can only come in writing after final approval by the provost.*

The HR advisor creates a draft offer of appointment letter containing the terms and conditions of the pending appointment as negotiated between the dean and the finalist candidate.

The dean compiles the *appointment file* and submits to the office of the provost for final approval.

### **Approval of appointment**

The office of the provost reviews the appointment file (including the terms to be negotiated, such as salary range, within the context of the budget allocated).

The appointment of a candidate with tenure is referred by the office of the provost to the tenure and promotions committee for a recommendation to the president.

The Office of the Provost notifies the dean and HR of the approval decision.

### **Present the formal offer of appointment**

The dean notifies the search committee and the candidate of the approval decision. The HR advisor sends a PDF of the formal offer letter and corresponding attachments to the dean for presentation to the candidate. The formal offer letter template outlines the following details:

- Start date
- Salary
- Starting conditions, where applicable:
  - verification of academic credentials
  - candidate's legal eligibility to work in Canada
  - professional accreditation requirements and credentials
  - completion of a terminal (or required) degree
- Rank (or position title if teaching faculty)
- Term of appointment (e.g. appointment with tenure, probationary appointment with tenure review before the sixth year, probationary appointment with tenure review in the sixth year, probationary appointment with possibility of renewal as a continuing position in third year for teaching faculty)
- Initial research start-up funding, as approved by office of the provost
- Date eligible for research leave
- Amount eligible for moving expenses, if applicable

- Statement that the position is in the UOIT faculty association bargaining unit for tenured and tenure track faculty or teaching faculty, whichever is appropriate
- Statement that candidate is expected to model the integration of technology in teaching

The following documents are included in most offers:

- Third party credential verification documentation
- Collective Agreement or Teaching Faculty Policy
- Web centric Teaching Technology Policy
- Moving Expenses Policy (as applicable)
- Guidelines for the Support for Non-Canadians (as applicable)

If the successful candidate is neither a Canadian nor a permanent resident the successful foreign academic candidate is offered the position but the offer of appointment letter stipulates that the appointment is conditional upon the faculty member obtaining and maintaining appropriate immigration status for employment from the Canadian immigration authorities. (See foreign worker requirements below.)

The dean presents the electronic version of the offer to the candidate advising them that the original offer is forthcoming via courier or mail.

The HR advisor supports the dean by contacting the candidate to provide further information on university benefits and other human resources or employment related programs.

## **6. Complete the Appointment Process**

### **Candidate Acceptance**

The candidate accepts the offer and returns the signed offer of appointment letter and completed credential verification authorization to the dean who forwards the documentation to the Office of the Provost and HR for the official files.

HR initiates the credential verification, and notifies the dean when completed. The dean notifies the candidate of the credential verification results.

HR completes the pension and benefits on-boarding/signup with the new faculty member.

(Note: If the candidate declines the offer, the dean will notify the office of the provost and HR updating the appointment file if the offer of appointment procedures are to be repeated for a second-ranked finalist candidate.) Alternatively, the dean may call another meeting of the search committee or refer to HR for guidance about next steps).

### **FOREIGN WORKER REQUIREMENTS**

The Federal Government of Canada requires employers to give preference to Canadian citizens and landed immigrants in their appointment practices. Therefore, all UOIT postings include the following statement: “All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.” In the event that a foreign academic candidate is approved for an offer of appointment an LMO is required to initiate the immigration process.

In consultation with the dean and referring to the appointment file, the HR advisor completes the LMO application and submits to HRSDC for approval.