

SEARCH COMMITTEE ROLES AND RESPONSIBILITIES

Composition of the Search Committee:

The dean, or designate, will chair the search committee and will appoint:

- At least four faculty members, at least two of which are faculty members and two of which are from the faculty in which the appointment is to be made
- A non-academic staff member
- In the event that the appointment is to be shared by more than one faculty, a faculty member from each faculty is appointed to the committee

Role and Responsibilities of the Dean:

- Appoints an ad hoc search committee to conduct a search
- Chairs the search committee and appoints the members in accordance with established procedures
- Ensures that all search committee members understand their roles and responsibilities through the review of relevant legislation, UOIT policy and collective agreement provisions. The dean also ensures that the search committee members understand the principles and best practices upon which a strategic, transparent, fair and defensible search process is founded
- Ensures that established principles and procedures as outlined in relevant legislation, UOIT policy and collective agreement provisions are adhered to throughout each stage of the search process (for e.g. confidentiality, adherence to human rights and privacy laws and collective agreement provisions)
- Creates an environment in which each committee member has the opportunity to participate fully in accordance with his or her role and each member's input is respected
- Oversees the proper collection and maintenance of all documentation related to the search and appointment process including, but not limited to, applicant personal information (resumes, reference information etc.), search committee assessments of candidates (screening and shortlisting results, interview notes etc.), and official documentation related to the appointment file submitted to the office of the provost

- In consultation with HR, negotiates the terms and conditions of a pending offer of appointment hire with a finalist candidate and, upon approval of the provost, makes a formal offer of appointment

Role and Responsibilities of the Search Committee and Members:

- Act in an advisory capacity to the Dean
- Be familiar and act in accordance with search committee member roles and responsibilities, relevant legislation, UOIT policy and collective agreement provisions and the principles and best practices upon which a strategic, transparent, fair and defensible search process is founded
- Participate fully and effectively in the activities as outlined in the collective agreement, as applicable
- Properly maintain all documentation related to the search including, but not limited to, applicant personal information (resumes, reference information etc.) and search committee assessments of candidates (screening and shortlisting results, interview notes etc.)
- Maintain strict confidentiality of all matters related to the search process
- Contribute to an environment in which each committee member has the opportunity to participate fully in accordance with his or her role and each member's input is respected
- Support the interview process by contributing to various tasks which may include the developing the profile/job posting, determining the selection criteria and preparing interview questions.

CONFLICT OF INTEREST

It is critical to manage real, potential and perceived conflicts of interest, both to protect the integrity of UOIT and all participants involved. The dean and search committee members are required to disclose to the provost or the dean, respectively, any potential conflicts of interest which may arise from their participation on the committee as soon as they become aware of the real or potential conflict.

Some examples of conflicts of interest which may affect an individual's participation as a member of a search committee include the following:

- When a relative or a close personal friend has applied to the position;
- When an employment advantage may be gained through selecting a particular candidate.

In the event of a real, potential or perceived conflict of interest arises, consult the HR Advisor.