# DEPARTMENT’S CHECKLIST for UBC Science Faculty Recruitment

**Dean’s Office primary contact for:**

* Questions regarding the process and necessary authorizations:

Assistant Dean, Human Resources – Janie McCallum [mccallum@science.ubc.ca], 2-0220

* Employment Equity (EE) survey and data:

Strategic Initiatives Manager – Carola Hibsch-Jetter [hibsch@science.ubc.ca]

* Committee certification and AD scheduling:

Assistant to AD, Equity, Diversity & Inclusion – Kate Blackburn [blackburn@science.ubc.ca] 2-3336

**1. Review of job search plan and advertisement — DEPARTMENT submits together to Janie:**

Completed job search plan using new FoS 2023 Job Search Plan template

Completed draft advertisement using FoS 2023 Generic Job Ad template

After receiving approval from *Janie*, enter ad as a position into WorkDay for UBC formal approvals

Provide WorkDay position number to *Janie* for tracking purposes

After Provost’s Office approves position in WorkDay and once EE survey coordinated with *Carola* (see 3. below), OK to post

**2. Search committee certification by AD Equity, Diversity and Inclusion**

DEPARTMENT contacts *Kate* to schedule certification session for all committee members at least a  
 month prior to application deadline and before reviewing any applications; and provides preferred  
 e-mail addresses and information whether session is needed for committee only or the entire  
 department

COMMITTEE identifies and addresses any member’s potential conflicts with applicants, consulting  
 with AD EDI and/or *Janie* if needed on conflict management plan

COMMITTEE defines and finalizes search criteria before review of applications (includes assessment  
 of how candidate contributes to equity, diversity and inclusion)

COMMITTEE establishes plan for search process, privacy and documentation

**3. Tracking of applicant pool and demographic survey**

Upon Provost’s approval, DEPARTMENT forwards approved advertisement and link of posted ad to  
 *Kate* and *Carola*

Recruitments on Academic Jobs Online or MathJobs (AJO/MJ):

*Carola* oversees survey administration on AJO/MJ

*Carola* provides EE Act-related demographic summary of candidate pool to chair of search   
 committee before and after explicit application closing date

*Carola* provides Unqualified Candidates template to committee

DEPARTMENT submits completed spreadsheet including names of applicants who did not  
 meet the minimum requirements stipulated in the job advertisement to  
 [workshop@science.ubc.ca](mailto:workshop@science.ubc.ca)

Recruitments not using AJO/MJ for application collection:

Demographic survey link (unique to search) received from *Carola* or *Kate*

DEPARTMENT provides survey link to each applicant *upon* receipt of application, using  
 standard invitation message (provided by *Carola*)

Carola provides EE Act-related demographic summary of candidate pool to chair of search  
 committee shortly before and after explicit application closing date

DEPARTMENT sends total # applicants to [workshop@science.ubc.ca](mailto:workshop@science.ubc.ca)

*Carola* provides Unqualified Candidates template to committee

DEPARTMENT submits completed spreadsheet including names of applicants who did not  
 meet the minimum requirements stipulated in the job advertisement ***and*** assessment of  
 **each** unqualified applicant’s gender and racialized status (and other EE status if available)  
 through FIPPA-compliant approaches; send to [workshop@science.ubc.ca](mailto:workshop@science.ubc.ca)

Note: If DEPARTMENT does not provide completed spreadsheet of unqualified candidates, shortlist diversity will be benchmarked against the full candidate pool surveyed.

**4. Interview shortlist (minimum 5 candidates)**

*Prior* to finalizing or inviting candidates, DEPARTMENT sends draft interview shortlist with brief  
 rationale and equity group (gender, racialized/BPoC, Indigenous, disability, 2SLGBTQ+) status  
 assessed through FIPPA-compliant approaches for each candidate to *Janie* and *Kate* for review

Once approval received from *Janie*, DEPARTMENT invites shortlisted candidates

DEPARTMENT updates *Janie* and *Kate* of any withdrawals or proposed changes after approval

**5. Dean’s Office meetings with the candidates**

DEPARTMENT contacts *Kate* to schedule interview appointments with AD with a *minimum of 1-2  
 weeks lead time*; allow for flexibility when arranging a time

DEPARTMENT sends interviewees’ preferred e-mail addresses, CVs and Diversity statement  
 electronically to *Kate*

DEPARTMENT reminds candidates this meeting is not part of the interview, but is an opportunity for  
 a confidential discussion (e.g., spousal accommodation, childcare, etc.)

**6. Making the offer**

HEAD provides final assessment of the top candidate(s) and request to make offer with brief  
 rationale to *Janie*

Authorization received from *Janie* to initiate negotiations with that candidate

HEAD consults with *Janie* regarding starting salary (if higher than the current baseline) and other  
 terms

*Prior* to sending to candidate, HEAD submits draft offer letter to *Janie* for review/authorization

HEAD sends copy of signed letter to *Janie* for Dean’s Office recruitment tracking

**7. Preparation for hire in advance of arrival**

DEPARTMENT reviews new hire financial commitment summary (excel document) provided by *Janie*

DEPARTMENT emails hiring file documents to *Janie* for Dean’s review, including:

* Head’s formal recommendation letter describing process, choice and vote
* Reference letters

DEPARTMENT enters hire into WorkDay shortly before start date and uploads non-confidential  
 documents:

* CV
* Signed Years-in-Rank form
* Signed offer letter
* Work permit if applicable

*If hiring above Assistant Professor level*, contact Svetlana Minchenko [minchenko@science.ubc.ca]  
 for DACOPAT review several months ahead of start date; do not enter the hire into WorkDay until  
 Presidential/SAC approval on rank and tenure received

***For further details, please see*** [***https://science.ubc.ca/faculty/recruiting***](https://science.ubc.ca/faculty/recruiting)***.***

***If any inconsistencies exist, then this CHECKLIST prevails.***