THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Science

Faculty of Science Job Search Plan Template: 2026-2027

This document must be submitted with the draft advertisement attached to the Senior Manager, HR Services by portfolio, who will review it with the Assistant Dean, Human Resources.

Recruitment area or title of search _____

Department _____

Date submitted to Dean's Office_____

Expected starting salary range _____

Expected Start up commitments _____

Our goal is to have a strategy in place for recruiting for this position that adheres to the Faculty of Science guidelines, hence maximizing the opportunity for considering candidates with diverse backgrounds while, at the same time, identifying outstanding candidates who will enhance the Department's research and teaching missions.

1. Composition of the Search Committee

NOTE: There must be no "TBA" in this section at submission time, to ensure certification for all members. Also, please briefly explain any homogeneity of the committee that arises to help us understand it. Thank you.

All search committee members are permitted to vote on committee matters and recommendations:
Please select YES or NO
If no, then who below cannot vote?

Member Name	**Rank (If non-faculty member, indicate if supervisor is a search committee member)**	**Gender**	**IBPOC? (Y/N)**
, chair			

Our EDI Point Person from the committee (in case of queries from the Dean's Office or UBC) is:

_____

2. Scope of the search

We will place our advertisement in local, national and international online or print venues (samples – please edit as appropriate) in accordance with UBC Policy HR 11 – Employment Advertising Policy.

Regional ○ Department webpage ○ Faculty of Science webpage ○ UBC Careers ○ Work BC **National** ○ Canadian National Job Bank* ○ University Affairs ○ SCWIST ○ Black Canadian Scientist Network: https://www.blackscientists.ca **International** ○ Science – online ○ Nature – online ○ SACNAS ○ http://www.AcademicKeys.com/ ○ http://www.higheredjobs.com/	**Discipline specific e.g.** ○ American Geophysical Union ○ Mathjobs ○ Society for Conservation Biology with different geographical subsidiaries (e.g. SCB Africa) **Social Media Channels** – may be utilized in addition to the required posting locations as per UBC HR 11 **If units opt to use the NJB, Service Canada now requires that any positions posted **must** utilize the Job Bank's Direct Apply function. If this functionality is not used in the posting, the posting may result in non-compliance with recruitment requirements and lead to the rejection of an LMIA application.*

3. Creation of a diverse applicant pool

The above forums are open to everyone who has access to the internet, particularly members of underrepresented groups.

Our ad, posted on Academic Jobs Online/MathJobs, includes the mandatory UBC and Faculty of Science equity, diversity and inclusion recruitment statements.

We will also encourage all faculty members to actively recruit diverse and qualified applicants through their network of professional contacts and also through announcements at upcoming meetings they attend, and through social media.

These actions will be completed before the closing deadline.

4. Equity, Diversity and Inclusivity Considerations

All members who will have a role in ranking or selecting longlist or shortlist candidates must complete the UBC Hiring Equity Course at least one month prior to application deadline and before reviewing any applications. Note: the UBC Hiring Equity Course must be completed once every 24 months.

As part of the application process, candidates will also be required to submit a statement, which will form part of the assessment. It will consist of 1 page and address their lived background experience (if

comfortable), and their past experience and future plans regarding working with a diverse student body, and contributing to a culture of equity and inclusion.

The Search Committee will assess whether a shortlist candidate is from an underrepresented group using FIPPA compliant methods, and report this assessment when submitting their shortlist for review.

5. Search/assessment criteria

An Assessment Matrix will be developed based on the following criteria. The following are examples and may vary per the position – please edit as appropriate.

a) Research
    i. Alignment of candidate's research program with the goals of the Department or Research Group
    ii. Suitability of research area for interactions with department members
    iii. Potential for an internationally competitive research program
    iv. Peer-reviewed publications in top tier journals
    v. Grant funding record (including scholarships)
b) Educational Leadership
    i. Active engagement in the scholarship of teaching and learning
    ii. Contributions that extend beyond the classroom and advance the University's ability to excel in its teaching and learning mandates
    iii. Organization of and contributions to educational events on teaching and learning locally, nationally and/ or international
    iv. Contributions to the theory and practice of teaching and learning
c) Teaching
    i. Teaching experience or evidence of strong potential for and interest in teaching in the department
    ii. Willingness and qualifications to teach one of the service courses and in required research areas
d) Engagement: skills and knowledge to engage productively with diverse communities, in particular, diverse communities of graduate and undergraduate students.
e) Collaboration: potential or demonstrated aptitude for collaborative, interdisciplinary work.
f) EDI commitment: ability of the candidate to demonstrate their commitment to EDI through, for example, lived experience or prior work; exhibited in the EDI statement or other application materials, and in their interview.
g) Leadership characteristics: could include community-engagement, leading research or conservation collaborations, work with external agencies, mentoring and outreach, scientific communication, policy work.

Evaluation form: Department members will be invited to use a common evaluation form for candidates, using the criteria above. Graduate students and postdocs will be polled for their feedback on each candidate and this information provided to the Search Committee.

6. Timeline (sample – please edit as needed)

- The Search Committee drafts the job ad using the Faculty of Science ad template, which is approved by the Department and the Dean's Office, and then entered into Workday for Faculty Relations approval.
- After approval from Faculty Relations, the job ad is posted for a minimum of 30 days (date TBD).
- The Search Committee completes the UBC Hiring Equity Course.
- The Search Committee reviews applications (date TBD).
- The Search Committee determines a longlist of approximately 10-15 candidates. References will be solicited if not already part of the application and be reviewed.
- This longlist will be provided to the Department for review (if Department practice).
- The candidates on the longlist will be invited for short Zoom interviews, including a list of standardized questions (following UBC EDI norms), which will follow a standard format. These questions will be generated by the Search Committee AND provided to the candidates in advance, in order to be equitable and not favour those who think quickly over those who think deeply.
- The top (approximately) 5 candidates per position will be chosen to form the shortlist. The shortlist with rationales including underrepresented group assessment, will be provided to the Department for review; and then to the Dean's Office for review.
- Once approved by the Dean's Office, the shortlist candidates will be invited for in-person interviews. The invitation will offer confidential accommodations as stated in the job ad.

7. Interview

The Department provides the candidates with an information package including the Inside Scoop for information on UBC.

Please now outline your standard interview format here.

8. Evaluation

The Department will use a common evaluation format for candidates, using the criteria above. The Search Committee will present their findings to the Department for discussion before the standing committee votes about proceeding with an offer.

The final ranking of candidates following the interviews will be provided by the Head to the Dean's Office along with a rationale for the ranking, in soliciting approval to make an offer.