



DEPARTMENTAL CHECKLIST FOR UBC SCIENCE FACULTY RECRUITMENT

Dean's Office primary contact for:

- Questions regarding the process and necessary authorizations:
Senior Manager, HR Services – Aven Bendickson [aven.bendickson@ubc.ca] 2-0105
Senior Manager, HR Services – Tammy Louis [tammy.louis@ubc.ca] 2-2312
- Approval to offer:
Assistant Dean, HR – Laura Lockyer-Cotter [laura.lockyer-cotter@ubc.ca] 2-0220
- Employment Equity (EE) survey and data:
Strategic Initiatives Portfolio – Deborah Watt [watt@science.ubc.ca]
- Committee certification:
Please contact scidreception@science.ubc.ca

1. Draft job search plan and advertisement — DEPARTMENT submits in one package to *Senior Manager, HR Services by portfolio*:

- ☐ Completed job search plan using the [Job Search Plan template](#)
- ☐ Completed draft advertisement using the [Generic Job Ad template](#)

2. Position approval and posting advertisement

- ☐ After receiving approval from *Senior Manager, HR Services* for both docs simultaneously, enter ad as a position into WorkDay for UBC formal approvals
- ☐ Once approved in WorkDay, then OK to post on Academic Jobs Online or MathJobs (AJO/MJ)
- ☐ Provide WorkDay and AJO/MJ position numbers to *Senior Manager, HR Services* for tracking purposes

3. Search committee

- ☐ DEPARTMENT committee members to complete the [UBC Hiring Equity Course](#) at least one month prior to application deadline and before reviewing any applications. Please provide Hiring Equity Course completion certificate to scidreception@science.ubc.ca
- ☐ COMMITTEE identifies and addresses any member's potential conflicts with applicants, consulting with *Senior Manager, HR Services* if needed on conflict management plan
- ☐ COMMITTEE defines and finalizes search criteria before review of applications (includes assessment of how applicant contributes to equity, diversity and inclusion)
- ☐ COMMITTEE establishes plan for any other processes, such as maintaining privacy and documentation

Note: All Recruiting and Standing Committee members who will have a role in ranking or selecting longlist or shortlist candidates must complete the [UBC Hiring Equity Course](#) once every 24 months

4. Tracking of applicant pool and demographic survey

- ☐ *Deborah* provides Unqualified Applicants template spreadsheet to department
- ☐ DEPARTMENT submits completed spreadsheet within 2 weeks after application deadline, listing applicants who did not meet the requirements stipulated in the job advertisement to recruit.stats@science.ubc.ca
- ☐ *Deborah* provides Employment Equity Act-related demographic summary of qualified applicant pool to department for search committee to compare to shortlist

Note:

- 1) Please note that this tracking of applicant pool and demographic survey does not apply to CRC searches. For CRC searches, please follow the [Institutional Programs Office process](#).



- 2) Demographic survey for applicants is already embedded in AJO/MJ.
- 3) If DEPARTMENT does not provide completed spreadsheet of unqualified applicants, shortlist diversity will be benchmarked against the full applicant pool surveyed.

5. Interview shortlist (recommended minimum 5 candidates)

- ☐ Prior to finalizing or inviting candidates, DEPARTMENT sends (i) draft interview shortlist with brief rationale, (ii) equity group (gender, racialized/BPoC, Indigenous, disability, 2SLGBTQ+) status assessed through [FIPPA-compliant approaches](#) for each candidate, and (iii) the demographic comparison between the shortlist and the qualified applicant pool, using summary provided by *Deborah* to *Senior Manager, HR Services* for review and approval. *If* representation of members of a given equity group is substantially lower than that in the qualified applicant pool, then an explanation is given (2-3 sentences of rationale for those of a given equity group who did *not* make the shortlist, based on the selection criteria used by the committee)
- ☐ Once approval received from *Senior Manager, HR Services*, DEPARTMENT invites shortlisted candidates
- ☐ DEPARTMENT updates *Senior Manager, HR Services* and *Deborah* of any withdrawals or proposed changes after approval
- ☐ DEPARTMENT provides candidates with an information package including the [Inside Scoop](#) for information on UBC

6. Approval to offer

- ☐ HEAD provides final assessment of the top candidate(s) (and their CVs) and request to make offer with brief rationale for the ranking of shortlisted candidates to *Laura Lockyer-Cotter* [laura.lockyer-cotter@ubc.ca]
- ☐ Authorization received from *Laura* to initiate negotiations with that candidate
- ☐ HEAD consults with *Laura* regarding starting salary (if higher than the current baseline) and other terms (e.g., start-up as applicable, PIRLS, spousal hiring)

7. Offer letter review and approval

- ☐ Prior to sending to candidate, HEAD submits draft offer letter (using the latest offer template on the UBC Faculty Relations website) to *Senior Managers, HR Services* for review/authorization
- ☐ After acceptance, HEAD sends copy of signed letter to *Laura* for Dean's Office recruitment tracking; or gives *Laura* reasons for decline for tracking

8. Preparation for hire in advance of arrival

- ☐ *Dean's Office Finance Team* prepares new hire financial commitment summary and provides to the department
- ☐ DEPARTMENT emails confidential hiring file documents to *Senior Manager, HR Services* for Dean's review. Please see Initial Appointment Checklist
- ☐ DEPARTMENT enters hire into WorkDay shortly before start date and uploads non-confidential documents:
 - CV
 - Signed Years-in-Rank form
 - Signed offer letter
 - Ad waiver form (if applicable)
 - Work permit (if applicable)
- ☐ If hiring above Assistant Professor level, contact *Svetlana Minchenko* [minchenko@science.ubc.ca] several months ahead of start date for DACOPAT review. Do not enter the hire into WorkDay until Presidential/SAC approval on rank and tenure received
- ☐ DEPARTMENT prepares onboarding plan for incoming faculty member(s)

For further details and resources, please see the UBC Science Faculty Recruitment Guidelines as well as templates referenced in this Checklist at <https://science.ubc.ca/faculty/recruiting>