THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Science

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