# Departmental Checklist for UBC Science Faculty Recruitment

## Dean’s Office primary contact for:

* Questions regarding the process and necessary authorizations:
Assistant Dean, Human Resources – 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:
Assistant to AD Equity, Diversity & Inclusion (EDI) – Kate Blackburn [blackburn@science.ubc.ca] 2-3336

## 1. Review of job search plan and advertisement — DEPARTMENT submits in one package to *Laura*:

[ ]  Completed job search plan using the [Job Search Plan template](https://science.ubc.ca/faculty/recruiting)

[ ]  Completed draft advertisement using the [Generic Job Ad template](https://science.ubc.ca/faculty/recruiting)

**2. Posting advertisement**

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

[ ]  Provide WorkDay position number to *Laura* for tracking purposes

[ ]  After Provost’s Office approves position in WorkDay and once EE survey confirmed with *Deborah* (see 3. below), then OK to post

## 3. Search committee current leading hiring practices certification by AD EDI

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

[ ]  COMMITTEE identifies and addresses any member’s potential conflicts with applicants, consulting with *Laura* and AD EDI 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 attend a certification session once every recruiting season (12 months, starts August).

## 4. Tracking of applicant pool and demographic survey

[ ]  EDI survey for applicants on Academic Jobs Online or MathJobs (AJO/MJ), which each department will use for collecting and processing all applications:

[ ]  *Deborah* oversees survey administration on AJO/MJ

[ ]  *Deborah* provides Unqualified Applicants template spreadsheet to committee

[ ]  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 EE Act-related demographic summary of qualified applicant pool to chair of
 search committee

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

## 5. 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 *Laura* for review

[ ]  Explanation provided (2-3 sentences of rationale for the members of a given equity group who did *not* make the shortlist, based on the selection criteria used by the committee) *in case* representation of the members of a given equity group is lower than that in the applicant pool

[ ]  Once approval received from *Laura*, DEPARTMENT invites shortlisted candidates

[ ]  DEPARTMENT updates *Laura* and *Deborah* of any withdrawals or proposed changes after approval

[ ]  DEPARTMENT provides candidates with an information package including the [Inside Scoop](https://science.ubc.ca/sites/science.ubc.ca/files/faculty/Life2023-4.pdf) for information on UBC and the opportunity to meet with AD EDI (on Zoom)

[ ]  DEPARTMENT reminds candidates such a meeting will not be part of the interview, but is an opportunity for a confidential discussion, not shared with the department (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 for the ranking of the shortlisted candidates to *Laura*

[ ]  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)

[ ]  *Prior* to sending to candidate, HEAD submits draft offer letter (using the latest offer template on the UBC Faculty Relations website) to *Laura* 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

## 7. Preparation for hire in advance of arrival

[ ]  DEPARTMENT reviews new hire financial commitment summary (excel document) provided by *Laura*

[ ]  DEPARTMENT emails confidential hiring file documents to *Laura* 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] 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***](https://science.ubc.ca/faculty/recruiting)