# 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](mailto:laura.lockyer-cotter@ubc.ca)] 2-0220
* Employment Equity (EE) survey and data:   
  Strategic Initiatives Portfolio – Deborah Watt [[watt@science.ubc.ca](mailto:watt@science.ubc.ca)]
* Committee certification:   
  Assistant to AD Equity, Diversity & Inclusion (EDI) – Kate Blackburn [[blackburn@science.ubc.ca](mailto: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](mailto: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](mailto: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)