



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](#)
- Completed draft advertisement using the [Generic Job Ad template](#)

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](#) 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>