DEPARTMENT 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](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 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