



## Faculty of Science Job Search Plan Template: 2025-6

*This document must be submitted with the draft advertisement attached to the Senior Manager, HR Services, who will review it with the Associate Dean, Equity, Diversity and Inclusion.*

Recruitment area or title of search \_\_\_\_\_

Department \_\_\_\_\_

Date submitted to Dean's Office \_\_\_\_\_

Expected starting salary range \_\_\_\_\_

Expected Start up commitments \_\_\_\_\_

Our goal is to have a strategy in place for recruiting for this position that adheres to the Faculty of Science guidelines, hence maximizing the opportunity for considering candidates with diverse backgrounds while, at the same time, identifying outstanding candidates who will enhance the Department's research and teaching missions.

### 1. Composition of the Search Committee

NOTE: There must be no "TBA" in this section at submission time, to ensure certification for all members. Also, please briefly explain any homogeneity of the committee that arises to help us understand it. Thank you.

All search committee members are permitted to vote on committee matters and recommendations:

Please select YES or NO

If no, then who below cannot vote?

Member Name	Rank (If non-faculty member, indicate if supervisor is a search committee member)	Gender	IBPOC? (Y/N)
, chair			

Our EDI Point Person from the committee (in case of queries from the Dean's Office or UBC) is:

\_\_\_\_\_



## 2. Scope of the search

We will place our advertisement in local, national and international online or print venues (samples – please edit as appropriate).

<p><b>Regional</b></p> <ul style="list-style-type: none"> <li>○ Department webpage</li> <li>○ Faculty of Science webpage</li> <li>○ UBC Careers</li> <li>○ Work BC</li> </ul> <p><b>National</b></p> <ul style="list-style-type: none"> <li>○ Canadian National Job Bank</li> <li>○ University Affairs</li> <li>○ SCWIST</li> <li>○ Black Canadian Scientist Network: <a href="https://www.blackscientists.ca">https://www.blackscientists.ca</a></li> </ul> <p><b>International</b></p> <ul style="list-style-type: none"> <li>○ Science – online</li> <li>○ Nature – online</li> <li>○ SACNAS</li> <li>○ <a href="http://www.AcademicKeys.com/">http://www.AcademicKeys.com/</a></li> <li>○ <a href="http://www.higheredjobs.com/">http://www.higheredjobs.com/</a></li> </ul>	<p><b>Discipline specific e.g.</b></p> <ul style="list-style-type: none"> <li>○ American Geophysical Union</li> <li>○ Mathjobs</li> <li>○ Society for Conservation Biology with different geographical subsidiaries (e.g. SCB Africa)</li> </ul> <p><b>Social Media Channels</b></p> <ul style="list-style-type: none"> <li>○ @500womensci</li> <li>○ @WOCinSTEMChat</li> <li>○ @Lotus_STEMM</li> <li>○ @LatinasinSTEM</li> <li>○ @QueersInSTEM</li> <li>○ @MinoritySTEM</li> <li>○ @IWS_Network</li> </ul>
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## 3. Creation of a diverse applicant pool

The above forums are open to everyone who has access to the internet, particularly members of underrepresented groups.

Our ad, posted on Academic Jobs Online/MathJobs, includes the mandatory UBC and Faculty of Science equity, diversity and inclusion recruitment statements.

We will also encourage all faculty members to actively recruit diverse and qualified applicants through their network of professional contacts and also through announcements at upcoming meetings they attend, and through social media.

These actions will be completed before the closing deadline.

## 4. Equity, Diversity and Inclusivity Considerations

The Associate Dean, Equity, Diversity and Inclusion (AD EDI), will provide mandatory yearly certification for all Search Committee members, on best recruitment practices and to provide guidance to ensure all qualified candidates are evaluated fairly.

This will take the form of a coordinated training across all searches.



As part of the application process, candidates will also be required to submit a statement, which will form part of the assessment. It will consist of 1 page and address their lived background experience (if comfortable), and their past experience and future plans regarding working with a diverse student body, and contributing to a culture of equity and inclusion.

The Search Committee will assess whether a shortlist candidate is from an underrepresented group using FIPPA compliant methods, and report this assessment when submitting their shortlist for review.

## **5. Search/assessment criteria**

An Assessment Matrix will be developed based on the following criteria. The following are examples and may vary per the position – please edit as appropriate.

- a) Research
  - i. Alignment of candidate's research program with the goals of the Department or Research Group
  - ii. Suitability of research area for interactions with department members
  - iii. Potential for an internationally competitive research program
  - iv. Peer-reviewed publications in top tier journals
  - v. Grant funding record (including scholarships)
- b) Teaching
  - i. Teaching experience or evidence of strong potential for and interest in teaching in the department
  - ii. Willingness and qualifications to teach one of the service courses and in required research areas
- c) Engagement: skills and knowledge to engage productively with diverse communities, in particular, diverse communities of graduate and undergraduate students.
- d) Collaboration: potential or demonstrated aptitude for collaborative, interdisciplinary work.
- e) EDI commitment: ability of the candidate to demonstrate their commitment to EDI through, for example, lived experience or prior work; exhibited in the EDI statement or other application materials, and in their interview.
- f) Leadership characteristics: could include community-engagement, leading research or conservation collaborations, work with external agencies, mentoring and outreach, scientific communication, policy work.

**Evaluation form:** Department members will be invited to use a common evaluation form for candidates, using the criteria above. Graduate students and postdocs will be polled for their feedback on each candidate and this information provided to the Search Committee.

## **6. Timeline (sample – please edit as needed)**

- The Search Committee drafts the job ad using the Faculty of Science ad template, which is approved by the Department and the Dean's Office, and then entered into Workday for Provost approval.
- After approval from the Provost's Office, the job ad is posted (date TBD).
- The Search Committee receives mandatory yearly certification from the AD EDI.
- The Search Committee reviews applications (date TBD).



- The Search Committee determines a longlist of approximately 10-15 candidates. References will be solicited if not already part of the application and be reviewed.
- This longlist will be provided to the Department for review (if Department practice).
- The candidates on the longlist will be invited for short Zoom interviews, including a list of standardized questions (following UBC EDI norms), which will follow a standard format. These questions will be generated by the Search Committee AND provided to the candidates in advance, in order to be equitable and not favour those who think quickly over those who think deeply.
- The top (approximately) 5 candidates per position will be chosen to form the shortlist. The shortlist with rationales including underrepresented group assessment, will be provided to the Department for review; and then to the Dean's Office for review.
- Once approved by the Dean's Office, the shortlist candidates will be invited for in-person interviews. The invitation will offer confidential accommodations as stated in the job ad.

## **7. Interview**

The candidates are informed they have the opportunity to meet with AD EDI on Zoom and 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.).

If the candidate requests such a 30 min meeting then 1) the Chair of the Search Committee emails the AD EDI and their scheduling assistant with the candidate's name, email address, CV and EDI statement, and which job search the candidate is interviewing for; 2) the meeting is scheduled for at least 2 business days after the interview is complete, to give the candidate time to reflect on UBC.

**Please now outline your standard interview format here.**

## **8. Evaluation**

The Department will use a common evaluation format for candidates, using the criteria above. The Search Committee will present their findings to the Department for discussion before the standing committee votes about proceeding with an offer.

The final ranking of candidates following the interviews will be provided by the Head to the Dean's Office along with a rationale for the ranking, in soliciting approval to make an offer.