THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Science

DEPARTMENTAL CHECKLIST FOR UBC SCIENCE FACULTY RECRUITMENT

Dean's Office primary contact for:
- Questions regarding the process and necessary authorizations:
  Senior Manager, HR Services – Aven Bendickson [aven.bendickson@ubc.ca] 2-0105
- Employment Equity (EE) survey and data:
  Strategic Initiatives Portfolio – Deborah Watt [watt@science.ubc.ca]
- Committee certification:
  Assistant to AD Equity, Diversity & Inclusion (EDI) – Karen Clare [scidreception@science.ubc.ca] 2-3336

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

☐ 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 *Aven* for both docs simultaneously, enter ad as a position into WorkDay for UBC formal approvals
☐ Once approved in WorkDay, then OK to post on Academic Jobs Online or MathJobs (AJO/MJ)
☐ Provide WorkDay and AJO/MJ position numbers to *Aven* for tracking purposes

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

☐ DEPARTMENT contacts *Karen* 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 *Aven* 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

☐ *Deborah* provides Unqualified Applicants template spreadsheet to department
☐ 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 Employment Equity Act-related demographic summary of qualified applicant pool to department for search committee to compare to shortlist

Note:
1) Demographic survey for applicants is already embedded in AJO/MJ.
2) 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 *Aven* for review

☐ DEPARTMENT also sends, with the draft shortlist, the demographic comparison between the shortlist and the qualified applicant pool, using summary provided by *Deborah*.
If representation of members of a given equity group is substantially lower than that in the qualified applicant pool*,* then an explanation is given (2-3 sentences of rationale for those of a given equity group who did *not* make the shortlist, based on the selection criteria used by the committee)

☐ Once approval received from *Aven*, DEPARTMENT invites shortlisted candidates

☐ DEPARTMENT updates *Aven* 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 post-interview

☐ 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.), and if opportunity is taken then follows procedure in job search plan

6. Making the offer

☐ HEAD provides final assessment of the top candidate(s) (and their CVs) and request to make offer with brief rationale for the ranking of shortlisted candidates to *Laura Lockyer-Cotter* [laura.lockyer-cotter@ubc.ca]

☐ 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

☐ *Dean's Office Finance Team* prepares new hire financial commitment summary and provides to the department

☐ DEPARTMENT emails confidential hiring file documents to *Aven* 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
- Ad waiver form (if applicable)
- 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