



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 contacted by 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>