### SKYPE PROTOCOL

(adapted from UBC Chemistry)

**Preamble**

The Department of Chemistry utilized a multi-stage review process as part of a search for a new faculty hire. The first stage was review of submitted application packages by our cohort of active research-stream faculty. Three reviews were sought per file. From the reviews, a long list of 28 candidates was produced. This long list was further reduced to an intermediate list of ~10 candidates by a search committee of five faculty members, via a detailed review and discussion of their written application materials. These ~10 candidates were interviewed by Skype to select a short list of 6 candidates for in-person interviews.

This document outlines the procedure used for the Skype interviews.

**Logistics**

* A business-grade webcam and microphone (designed for web conferences, wide field of view on webcam) was procured for the Skype interviews.
* A departmental laptop and a departmental Skype account was used.
* A minimum of three (of five) committee members were required to be present for each Skype interview.
* At least one male and one female member of the committee was required to be present.
* One male and one female member of the committee took turns asking the candidate pre-determined questions. Only these persons were front and centre in the video frame. Other search committee members maybe visible in a second row, and should be introduced to the candidate, but do not engage the candidate.
* All candidates were asked the same set of parent questions.
* The targeted length of the interview was 45 min, with 5 min per question. For each question, a yellow card was held up to warn of 1 min remaining, and a red card was held up to conclude discussion of the question. Candidate were informed of this protocol at the start of the interview.
* Interviews were not scheduled back-to-back without a minimum 15 min break in between. In practice, you may wish to limit the schedule to 3 or 4 interviews per day.

**Invitation Message Content**

Dear <Candidate Name>,

Thank you for applying for the open tenure-track assistant professor position in the Department of X at UBC. You have been identified as a promising candidate and we now invite you to participate in a Skype interview with our search committee. This interview will give us the opportunity to get to know you better and help us further evaluate your application before determining if we may invite you for an in-person interview.

In the Skype interview, we will ask you to describe your research and its impact, your goals for the next few years, and other questions related to establishing yourself as an independent researcher and faculty member at UBC. You will also have an opportunity to ask questions and share any information you deem pertinent.

Please note that each question will be allotted a maximum of 5 min of time. The total time for the interview will be approximately 45 min. You may use Skype’s sharing features to show us slides etc., but it is not required and you will not be asked to give any length of formal presentation.

Please reply to this message indicating your availability for all of the following times:

<list times>

In Inspire, UBC’s strategic plan, inclusion has been identified as one of our key priorities. We welcome colleagues with the experiences and competencies that can contribute to our principles of inclusion, equity, and diversity throughout campus life. In no more than 2-3 paragraphs (less than one page), please tell us about your experience working with a diverse student body and your contributions to creating/advancing a culture of equity and inclusion on campus or within your discipline.

Thank you. Please contact <admin support person and email address> if you have any questions or concerns.

Sincerely,

UBC Dept of X New Faculty Search Committee

**Skype Interview Script – 2019/2020 Search**

**Opening Remarks**

* Interviewer #1: Thank you for taking the time for this interview. We are interested in further exploring your candidacy for a faculty position in our department.
* I am <name> and this is <other name> and we will be conducting the interview, but other members of our search committee, <names>, are sitting in and listening.
* We will ask you a series of questions that you will have up to a maximum of 5 min to answer. If we raise this yellow card, you have 1 min remaining in your answer. Once we raise this red card, the allotted time for the question has expired.
* You will have the opportunity to share other information or ask us questions at the end.
* We will be recording this Skype call. It will be used only for the purposes of this faculty search and will be deleted once the search is complete.
* Let’s get started.

**Questions**

Main bullet points are mandatory parent questions.

Any indented bullet point questions were optional daughter questions.

Asking one or more of these questions was at the discretion of the committee member, provided the question(s) and answer(s) fit within the allotted 5 min time.

* Interviewer #2: Please describe your contributions to your field of research and their impact. Use language suitable for a non-specialist. (Max. 5 min)
  + - Would you please clarify/elaborate on \_\_\_\_\_\_?
* Interviewer #1: Please describe your proposed research program, its prospective impact, and how it will be distinguished from similar research programs. Use language suitable for non-specialists. (Max. 5 min)
  + - Would you please clarify/elaborate on \_\_\_\_\_?
* Interviewer #2: What will be the most exciting outcome from your proposed research program after 5 years at UBC? (Max. 5 min)
  + - In what journal will that work be published?
    - Can that be patented or commercialized?
    - What new opportunities will the outcome enable?
* Interviewer #1: At the 5-year mark, what is the envisioned size of your research group, scope of your program, and the annual level of funding needed to support your program? (Max. 5 min)
  + - Why do you need ­\_\_\_\_ people/amount of funding?
    - Does \_\_\_\_ represent a new direction for your program? Why pursue this direction?
* Interviewer #2: What resources at UBC will you leverage to help develop an internationally-recognized research program? (Max. 5 min)
  + - Do you have potential collaborators in mind?
    - Would your research benefit from a cross-appointment with another department?
* Interviewer #1: How will you add to the excellence of our department, both generally and with respect to environmental chemistry? (Max. 5 min)
  + - Please elaborate on \_\_\_\_\_\_\_.
* Interviewer #2: As discussed earlier, you have the opportunity to share additional information with us. This your opportunity to do so. Is there anything you would like to share?? (Max. 5 min)
  + - Please elaborate on \_\_\_\_\_\_\_.
* Interviewer #1: Do you have any questions for us, recognizing that we may not be able to answer all questions at this time? (Max. 5 min)

**Closing Remarks**

* Thank you for your time.
* Prior to (month), we will be in touch only with candidates who we have selected to interview further.
* Have a great day.

**Skype Interview Questions and Evaluation Rubric**

Name of candidate interviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please describe your contributions to your field of research to date and their impact. Use language suitable for a non-specialist.**

Answer was clear. Yes  Somewhat  No 

Impact was compelling. Yes  Somewhat  No 

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**Please describe your proposed research program, its prospective impact, and how it will be distinguished from similar research programs. Use language suitable for non-specialists.**

Answer was clear. Yes  Somewhat  No 

Impact was compelling. Yes  Somewhat  No 

Uniqueness of program made evident. Yes  Somewhat  No 

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**What will be the most exciting outcome from your proposed research program after 5 years at UBC?**

Answer clear. Yes  Somewhat  No 

Importance of result made evident. Yes  Somewhat  No 

In what journal will that work be published? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can that be patented or commercialized? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What new opportunities will the outcome enable? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**At the 5-year mark at UBC, please describe the envisioned size of your research group, scope of your program, and the annual level of funding needed to support your program?**

Size of research group clearly explained. Yes  Somewhat  No 

Scope of program clearly explained. Yes  Somewhat  No 

Evident plan/ambition for growth of program

over time. Yes  Somewhat  No 

Funding defined and clearly explained. Yes  Somewhat  No 

Demonstrated knowledge of Canadian

funding system. Yes  Somewhat  No 

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Why do you need ­\_\_\_\_ people/amount of funding? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Does \_\_\_\_ represent a new direction for your program? Why pursue this direction?

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**What resources at UBC will you leverage to develop an internationally-recognized research program?**

Demonstrated knowledge of the Chemistry department and its resources.

Yes  Somewhat  No 

Demonstrated knowledge of non-Chemistry facilities and research centres at UBC.

Yes  Somewhat  No 

Demonstrated knowledge of local or provincial Industry, government, geography, etc. Yes  Somewhat  No 

Resources named: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you have potential collaborators in mind? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Would your research benefit from a cross-appointment with another department? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**In general, how will you add to the excellence of our department?**

Answer was clear. Yes  Somewhat  No 

Answer was compelling. Yes  Somewhat  No 

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**Other Notes**

Please write in the space below.