# DEPARTMENT’S CHECKLIST for UBC Science Faculty Recruitment

**Dean’s Office primary contact for:**

* Questions regarding the process and necessary authorizations:

Assistant Dean, Human Resources – Janie McCallum [mccallum@science.ubc.ca], 2-0220

* Employment Equity (EE) survey and data:

Strategic Initiatives Manager – Carola Hibsch-Jetter [hibsch@science.ubc.ca]

* Committee certification and AD scheduling:

Assistant to AD, Equity, Diversity & Inclusion – Kate Blackburn [blackburn@science.ubc.ca] 2-3336

**1. Review of job search plan and advertisement — DEPARTMENT submits together to Janie:**

[ ]  Completed job search plan using new FoS 2023 Job Search Plan template

[ ]  Completed draft advertisement using FoS 2023 Generic Job Ad template

[ ]  After receiving approval from *Janie*, enter ad as a position into WorkDay for UBC formal approvals

[ ]  Provide WorkDay position number to *Janie* for tracking purposes

[ ]  After Provost’s Office approves position in WorkDay and once EE survey coordinated with *Carola* (see 3. below), OK to post

**2. Search committee certification by AD Equity, Diversity and Inclusion**

[ ]  DEPARTMENT contacts *Kate* to schedule certification session for all committee members at least a
 month prior to application deadline and before reviewing any applications; and provides preferred
 e-mail addresses and information whether session is needed for committee only or the entire
 department

[ ]  COMMITTEE identifies and addresses any member’s potential conflicts with applicants, consulting
 with AD EDI and/or *Janie* if needed on conflict management plan

[ ]  COMMITTEE defines and finalizes search criteria before review of applications (includes assessment
 of how candidate contributes to equity, diversity and inclusion)

[ ]  COMMITTEE establishes plan for search process, privacy and documentation

**3. Tracking of applicant pool and demographic survey**

[ ]  Upon Provost’s approval, DEPARTMENT forwards approved advertisement and link of posted ad to
 *Kate* and *Carola*

[ ]  Recruitments on Academic Jobs Online or MathJobs (AJO/MJ):

[ ]  *Carola* oversees survey administration on AJO/MJ

[ ]  *Carola* provides EE Act-related demographic summary of candidate pool to chair of search
 committee before and after explicit application closing date

[ ]  *Carola* provides Unqualified Candidates template to committee

[ ]  DEPARTMENT submits completed spreadsheet including names of applicants who did not
 meet the minimum requirements stipulated in the job advertisement to
 workshop@science.ubc.ca

[ ]  Recruitments not using AJO/MJ for application collection:

[ ]  Demographic survey link (unique to search) received from *Carola* or *Kate*

[ ]  DEPARTMENT provides survey link to each applicant *upon* receipt of application, using
 standard invitation message (provided by *Carola*)

[ ]  Carola provides EE Act-related demographic summary of candidate pool to chair of search
 committee shortly before and after explicit application closing date

[ ]  DEPARTMENT sends total # applicants to workshop@science.ubc.ca

[ ]  *Carola* provides Unqualified Candidates template to committee

[ ]  DEPARTMENT submits completed spreadsheet including names of applicants who did not
 meet the minimum requirements stipulated in the job advertisement ***and*** assessment of
 **each** unqualified applicant’s gender and racialized status (and other EE status if available)
 through FIPPA-compliant approaches; send to workshop@science.ubc.ca

Note: If DEPARTMENT does not provide completed spreadsheet of unqualified candidates, shortlist diversity will be benchmarked against the full candidate pool surveyed.

**4. 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 *Janie* and *Kate* for review

[ ]  Once approval received from *Janie*, DEPARTMENT invites shortlisted candidates

[ ]  DEPARTMENT updates *Janie* and *Kate* of any withdrawals or proposed changes after approval

**5. Dean’s Office meetings with the candidates**

[ ]  DEPARTMENT contacts *Kate* to schedule interview appointments with AD with a *minimum of 1-2
 weeks lead time*; allow for flexibility when arranging a time

[ ]  DEPARTMENT sends interviewees’ preferred e-mail addresses, CVs and Diversity statement
 electronically to *Kate*

[ ]  DEPARTMENT reminds candidates this meeting is not part of the interview, but is an opportunity for
 a confidential discussion (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 to *Janie*

[ ]  Authorization received from *Janie* to initiate negotiations with that candidate

[ ]  HEAD consults with *Janie* regarding starting salary (if higher than the current baseline) and other
 terms

[ ]  *Prior* to sending to candidate, HEAD submits draft offer letter to *Janie* for review/authorization

[ ]  HEAD sends copy of signed letter to *Janie* for Dean’s Office recruitment tracking

**7. Preparation for hire in advance of arrival**

[ ]  DEPARTMENT reviews new hire financial commitment summary (excel document) provided by *Janie*

[ ]  DEPARTMENT emails hiring file documents to *Janie* 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]
 for DACOPAT review several months ahead of start date; do not enter the hire into WorkDay until
 Presidential/SAC approval on rank and tenure received

***For further details, please see*** [***https://science.ubc.ca/faculty/recruiting***](https://science.ubc.ca/faculty/recruiting)***.***

***If any inconsistencies exist, then this CHECKLIST prevails.***