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

Last updated August 17, 2023
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.
If any inconsistencies exist, then this CHECKLIST prevails.