DEPARTMENT’S CHECK-LIST for UBC Science faculty recruitment

Dean's office contacts for:

- Questions regarding the process and necessary authorizations: Assistant Dean, Human Resources – Janie McCallum [mccallum@science.ubc.ca], 2-0220
- Employment Equity (EE) assessments and data: Strategic Initiatives Manager – Carola Hibsch-Jetter [hibsch@science.ubc.ca] HR Assistant (EE survey assistance) – Lilia Espenido [lilia.espenido@science.ubc.ca]
- Committee orientations and AD scheduling: Assistant to AD, Equity, Diversity & Inclusion – Kate Blackburn [blackburn@science.ubc.ca] 2-3336

“RG” = Recruiting Guidelines https://science.ubc.ca/faculty/recruiting

I. Review of job search plan and advertisement – submitted together to Janie

☐ Job search plan must include – (see details in RG’s sections 1.1. and 2):
  - Names of recruiting committee chair and members with rank, gender and IBPoC status indicated
  - Start-up and salary estimates

☐ Draft advertisement must include diversity statement requirement – (see RG Section 2.3.2 and appendix A)

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

☐ Provide position number to Janie for tracking purposes

☐ After Provost’s office approves position in WorkDay and once Employment Equity survey coordinated with Carola (see below), OK to post

II. Search committee orientations by AD Equity, Diversity and Inclusion

☐ Dept contacts Kate to schedule orientation session for all committee members a month prior to application deadline and before reviewing any applications; provides 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

☐ Search criteria defined and finalized before review of applications (includes assessment of how candidate contributes to EDI)

☐ Committee establishes plan for search process, privacy and documentation.

III. Tracking of applicant pool and demographic survey

☐ Upon Provost’s approval, department forwards advertisement link or approved ad document to Carola and Lilia

☐ Recruitments on Academic Jobs Online or MathJobs (AJO/MJ) – (see RG section 1.2 for details):
  - Carola/Lilia will interface with AJO/MJ for survey administration
  - Carola provides Employment Equity Act-related demographic summary of candidate pool to search committee chair before and after application closing date
  - Committee sends Carola names of applicants who did not meet the minimum requirements stipulated in the job advertisement (template spreadsheet will be provided)
Recruitments not using AJO/MJ for application collection – (see RG section 1.2 for details):
- Demographic survey link (unique to search) received from Carola or Lilia
- Department provides survey link to all applicants upon receipt of application
- Carola provides Employment Equity Act-related demographic summary of candidate pool to search committee chair before and after application closing date
- Committee sends Carola total # applicants
- Committee sends Carola names of all those applicants who did not meet the minimum requirements stipulated in the job ad, and indicates gender and racialized/visible minority status of each unqualified applicant (template spreadsheet will be provided)

IV. Interview shortlist (minimum 5 candidates)
- Prior to finalizing or inviting candidates, department sends proposed interview shortlist with brief rationale for each candidate to Kate and Janie for review (see RG section 1.4 for required information)
- Once approval received from Janie, department invites shortlisted candidates.
- Dept updates Janie and Kate of any withdrawals or proposed changes after approval

V. Dean’s office meetings with the candidates
- Dept contacts Kate to schedule interview appointments for AD a minimum of 1-2 weeks lead time; allow for flexibility when arranging a time. Dept sends interviewees’ e-mail addresses and CVs electronically to Kate (see RG section 1.5)

VI. Making the offer
- Final assessment of the top candidate(s) and request to make offer with brief rationale provided to Janie
- Authorization received from Janie to initiate negotiations with that candidate
- Consult with Janie regarding starting salary (if higher than the current baseline) and other terms such as start-up, CFI, PIRL and spousal/partner positions; can discuss verbally with candidate
- Draft offer letter submitted to Janie for review
- Offer letter approval received before sending offer letter to candidate
- Send fully signed copy of letter to Janie for Dean’s office recruitment tracking

VII. Preparation for hire in advance of arrival
- Review new hire financial commitment summary (excel document) provided by Janie
- Prepare confidential hiring file documents to submit via email for Dean’s review
  - Head’s formal recommendation letter describing process, choice and vote
  - Reference letters
- Enter hire into WorkDay shortly before start date and upload non-confidential documents
  - CV
  - signed Years in Rank form
  - signed offer letter
  - Work permit if applicable