

Approved by Faculty Council June 2023

FHS Search Committee Terms of Reference

FHS Search Committees must be constituted in accordance with Article 23 of the SFUFA Collective Agreement. SFUFA members must comprise the majority on the committee. Search Committees shall consist of a minimum of five members, including the Chair. Two search committee members shall be elected from among the voting members of the Faculty. The others may be appointed by the Chair from among the voting and nonvoting faculty of FHS, faculty from other SFU units, or from external organizations to ensure appropriate content area expertise and diversity from women and other equity-seeking groups. As per the SFUFA Collective Agreement, all committees must demonstrate gender diversity.

Further, (1) a PhD student may be included on hiring committees for research faculty as a voting member; if a PhD student is not available an MSc student may serve on the committee; (2) An MPH student may be included as voting member on hiring committee for practitioner faculty positions; and (3) either (a) both a graduate and undergraduate student or (b) only an undergraduate student may be included as voting member(s) on hiring committee for teaching faculty. The Chair may invite one staff member to serve on search committees.

The FHS Dean or the Dean's designate (normally an Associate Dean) shall chair the Committee. The Chair and all other members of the committee are voting members with respect to hiring recommendations.

As per the SFUFA Collective Agreement, the search process will be open and transparent. FHS faculty, staff and students will be kept informed of the progress of the search by the Search Committee. The Search Committee will seek input from FHS faculty, staff and students on all shortlisted candidates. The Search Committee will not make a formal recommendation for appointment to the Dean without the demonstrated support of the unit. Committee members are encouraged to undertake unconscious bias training, facilitated by FHS.

FHS will comply with any additional requirements from SFU or the CRC Secretariat for Search Committees for Canada Research Chairs with respect to composition, EDI considerations, and unconscious bias training.