

Department of Archaeology
Academic Appointment Committee
Procedures and Guidelines
(Revised Sept 2016)

The Academic Appointments Committee in the Department of Archaeology is responsible for the external search, candidate evaluation and candidate recommendation to senior administration for all continuing term academic appointments and limited term appointments exceeding two years duration. When a position is approved by senior administration for search, the Appointments Committee will be struck. The Chair of the Committee shall be the Department Chair. Where a Department Chair recuses her/himself from this responsibility, the Committee Chair shall be nominated from the ranks of tenured faculty and voted upon by the Faculty Committee, as defined within the Department Constitution. Membership on the Academic Appointments Committee potentially includes all tenured/tenure track faculty, continuing term lecturers/senior lecturers, a staff representative chosen by staff, a graduate student representative chosen by the graduate student caucus and an undergraduate student representative chosen by the Archaeology undergraduate student society. Article 23 of the SFU Faculty Association Collective Agreement takes precedent where possible contradictions arise between it and this document. All hiring procedures must be consistent with the University's Employment Equity Plan.

Confidentiality in the Search Process

Unless otherwise approved for public distribution by the Chair, all aspects of the Academic Appointments Committee deliberations and all written and other materials submitted to the committee by applicants shall be held in confidence.

Committee Participation

To ensure equity treatment for candidates in the interview process, Academic Appointment Committee members are expected to be in attendance during each of the interviews and at candidate presentations. Where this is not the case, unless an exception is granted by Appointment Committee vote, the individual may not participate in deliberations or vote in the selection of a candidate for recommendation. Exceptions can be made where interviews and presentations are available on podcast or in video, and where a committee member has accessed this material.

Student and staff representatives are appointed as a representation of their constituencies. While they may seek advice from their constituencies, student and

staff votes are independently offered based on the full range of confidential information and discussion available to committee members.

Definition of Search Criteria, Position Advertisement, Search Structure and Interview Structure

The Faculty Committee annually develops and submits to the Dean of Environment a prioritized list of potential positions. This defines the type of expertise being sought and, once approved by the Dean for a search, this contextualizes the search process. Within this context, the Academic Appointments Committee will meet and define the specific criteria being sought in the appointment with consideration of academic excellence foremost. The Chair of the Committee will draft the defined criteria into an advertisement for approval by Academic Relations. The Academic Appointments Committee in its first meeting may also decide to form a smaller Search Committee to process applications and to recommend a subset of applications to the larger committee. All Academic Appointments Committee Members, however, have access to applicant files and may recommend an individual to the Appointments Committee excluded by a Search Committee.

The Academic Appointment's Committee in its initial meeting will establish the venues for posting of the position advertisement, minimally meeting requirements defined in Article 23.5 of the SFU Faculty Association Collective Agreement. The Committee will define the length of time for the search and the closing date for application acceptance. A date will also be determined at which time the Academic Appointments Committee will meet to discuss applicants and define a candidate long list for consideration.

Selection of Candidates for Interview

The Chair of the Committee or the Search Committee will assemble and make available all applications received for the advertized positions. This will include two groups: one with individuals who do not have a PhD or where applicants do not meet minimal criteria of expertise; and a second where applicants meet some or all of the criteria identified in the advertisement. If a Search Committee is employed, the second group of applicants may be prioritized relative to perceived strengths for the position.

The Academic Appointments Committee will meet to review applications and select a long-list of candidates for consideration. The long list normally would incorporate 5-8 individuals. The long list will be developed by consensus or, where consensus cannot be reached, on the basis of a vote. For each of the individuals on the long-list, the Chair will request three letters of reference. The Academic Appointments Committee may also decide to undertake preliminary interviews with long listed

candidates via SKYPE. All long-listed candidates will be treated equally in this process.

Once letters of reference have been received, the Academic Appointment Committee will meet to discuss the individuals being considered. The Academic Appointment Committee will select a short list of individuals to be interviewed on campus for the advertised position. The selection of individuals for interviews will be based upon committee consensus or by vote where consensus cannot be reached. The number of individuals to be interviewed normally would be three. This number may be increased should funds for additional candidate travel be available.

Interviews and Candidate Selection

The Chair, in co-ordination with the Academic Appointment Committee and the selected candidates will establish an interview schedule for the short-listed candidates. This will take into account maximum availability of committee members for participation.

The Academic Appointment Committee shall define the structure of the interview process. All candidates must be provided equal treatment and identical schedules for the interview. Interview schedules typically include: 1) a meeting with the Committee Chair who explains process and answers questions the candidate may have; 2) a tour of the Archaeology facilities; 3) an opportunity for all Appointment Committee members to meet and talk with candidates collectively or in groups; 4) individual forums where undergraduate students, graduate students and staff have an opportunity to meet with candidates, 5) a public seminar where candidates give a presentation on a research topic of their own selection and 6) a social gathering where members of the Appointments Committee and candidates meet informally. Candidates may be requested to present a 'teaching lecture' to an appropriate course. Where this is the case, the lecture will be videotaped for access by Appointment Committee members. Candidates will be taken to lunch and dinner by representative groups of individuals from the Appointment Committee. The configuration and invitation of these groups will be made by the Committee Chair.

Following the interviews of the candidates, the Academic Appointment Committee will meet and prioritize the candidates for the advertised position. The process will be by secret ballot. The Chair shall recommend to the Dean the first prioritized candidate for the appointment. Until the Dean has provided this approval, the results of the are confidential. With Dean's approval, the candidate will be informed of the decision. The Chair and/or Dean will subsequently negotiate the details of appointment. Should the Candidate being offered the appointment withdraw, the second prioritized candidate shall be recommended to the Dean and the process repeated.