New Academic Leadership Workshop – Q & A
March 14, 2017

Q: Who would normally write the ad?
A: Chairs would likely write the ad with approval from the Dean and input from the Search Committee or, prepared by Search Committee itself and then approved by the Dean.

Q: What can we do about exceptional candidates?
A: You really do need to justify whomever is recruited and selected through the normal processes.

Q: What should be put on the Position Requisition form as the initial request?
A: The brief description that you put on the form will be used at the beginning of your advertisement, once the position is approved.

Q: How do you define requirements so as to justify choices made?
A: The Search Committee should make notes as they go along to make things as easy as possible for any potential non-Canadian hire, and to justify the choice of candidate recommended. Committee members could prepare a “must-have”/would like to have list prior to short-listing applicants.

When qualifications are not specific in the advertisement, the Search Committee can further define more vague statements (e.g. strong record of publication may require further definition).

Q: Do Search Committee members have to attend all meetings?
A: The same members should attend all meetings to maintain consistency and to avoid bias. If a committee member cannot make it to a meeting in person, at least attendance by video or phone conferencing is advisable.

Q: What can be done to preferentially hire someone from one of the designated groups, and what would the timeline look like?
Catherine is looking into this as UVic recently went through this process.

Q: What can be done when a candidate comes with a spouse who is also in the academic field?
The Dean of the candidate’s Faculty would have conversation with the other Dean regarding a spousal hire. If both are in agreement, then a request would be made to the Vice-President Academic to approve a non-targeted search. To be clear, the same vetting processes would need to follow after that.

Q: What is the length of requirement to advertise a position?
For immigration requirements, it is one month; however, the Collective Agreement, Article 23, Section 5 states, “notices of all positions in these categories will be circulated to Canadian universities, and be advertised for a reasonable period of time (at least two months) in relevant publications including
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Universities Canada’s University Affairs and the CAUT Bulletin (print and/or online) to ensure broad exposure of the vacancy."

It has been agreed that the advertisement can state it will close in two months, but review of applications may happen after one month.

Important points to share:

Before making a provisional offer, it should be run by the Dean (or in some Faculties, the Dean makes the provisional offer). Some Deans are quite particular about protocol here. Further, any differences in negotiations should be approved by the Dean.

It should be made clear that the final appointment/actual offer comes from the Vice-President, Academic (Category B) or the President (Category A).

Any conflicts of interest should always be shared and the member should then excuse themselves from the Search Committee.

Some new faculty visit SFUFA and that is fine; alternatively, if additional information is sought about process, benefits, etc., at the University, a candidate can call Faculty Relations.