

# POLICY ON ACADEMIC SELECTION COMMITTEE PROCEDURES

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## Preamble:

The Department's procedures are governed by both University (as laid out in the APT manual) and Faculty of Arts (as laid out in the most current version of the Academic Recruitment Toolkit) guidelines. Accordingly, an Academic Selection Committee, approved by the Dean, is ultimately responsible for making a recommendation to the Dean. The Committee's responsibilities and procedures are outlined in the Toolkit.

Committee membership normally consists of the following:

- Dean or delegate, normally the Department Head, who acts as Chair (voting only in the case of a tie)
- One academic appointment from outside the department, but within the Faculty of Arts
- One academic appointment from outside the Faculty of Arts
- At least three academic appointments from within the Department
- Gender diversity will be represented.

## Selection of Academic Selection Committee Members:

- The Department Head is responsible for recommending committee members to the Dean.
- The Department Head may recommend a delegate, i.e., another academic appointment from within the Department, to act as Chair.
- The Department Head will seek input from the Department faculty on potential Committee members prior to making a recommendation to the Dean.

## Role of the Department in the Selection Process:

- The Selection Committee will seek input from key departmental members, usually those affiliated with the graduate program and research area in which recruitment is occurring, regarding specific areas of expertise being sought and potential search strategies.
- The Selection Committee will seek input from the Department faculty regarding the ad for the position. The Dean must approve the final version of the ad.
- With permission from the short-listed candidates, all continuing, limited term, and contingent term members of the department will have access to the candidates' CVs and ancillary documents (but not letters of recommendation).
- All faculty members and graduate students will be invited to attend the candidate's research presentation and provide feedback on the candidate. The research presentations will be video recorded for review by members of the department or Selection Committee who are unable to attend

- the live presentations.
- The candidates' itineraries will also allow time for the candidate to meet with individual faculty members and graduate students.
- Feedback from faculty and graduate students will be provided to the Selection Committee via a survey . Print copies will be provided at the candidates' research presentations, but an online version will also be available. Respondents to the survey will indicate the basis for the feedback (e.g., CV alone, CV plus research presentation, individual meeting, etc.). Email or in person feedback provided to the Chair or other members of the committee is also acceptable. Regardless of the format in which feedback is provided,, t he Selection Committee will not consider anonymous feedback.

## Division of Responsibilities within the Department:

- **Department Head**
  - Recommends the Selection Committee members to the Dean
  - Provides the short list of candidates to the Dean for approval
  - Meets with the candidates at the beginning and end of their interviews
  - Submits Selection Committee recommendation to the Dean and coordinates offer of employment with the Dean
  - Informs the Department of the results of the selection process
  - Sends a letter to unsuccessful candidates and alternates informing them that the search is concluded and thanking them for their applications
  - Thanks and disbands the Selection Committee
- **Selection Committee**
  - At an initial meeting, determine time-lines and responsibilities for the selection process
  - Drafts the ad and develops a search strategy
  - Develops criteria for acceptability of the applicants based on the ad
  - Examines the applications, rates each applicants' acceptability, and determines a short list of three, as well as three alternates if the number of applications permits
  - Interviews the candidates, using a standard list of questions
  - Provides input to the Selection Committee Chair for the recommendation to the Dean based on the research presentations, the candidates' applications, the interviews with the candidates, any other interactions with the candidates, and department feedback on the candidates
- **Chair of the Selection Committee**
  - Facilitates the work of the Selection Committee, including ensuring that all required information is provided to committee members and committee decisions are communicated to the Head in a timely manner. Familiarity with the most current version of the Toolkit is essential.
  - Responds to questions from potential applicants concerning the advertised position
  - Invites the short-listed candidates for interviews and negotiates the timing of those interviews
  - Sends a letter to all applicants who are not the short list or the list of alternates
  - Works with the Head's Assistant to organize meetings of the Selection Committee, post the position, prepare the candidates' itineraries, research presentation notices, and information packages
  - Introduces the candidates at their research presentations
  - Facilitates the candidates' visits as needed

- Collates departmental feedback to present to the Selection Committee
  - Drafts the recommendation to the Dean
  - Completion of documentation required by Human Resources in the case of a recommendation to hire a non-Canadian (e.g., the Foreign Academic Recruitment Summary)
  - Advises the committee of the Dean's decision
  - Provides general feedback to applicants that were interviewed but not hired, when requested
- **Head's Assistant**
    - Sets up general file on the complete search process, including the required documentation outlined in the Toolkit
    - Sets up meetings of the Selection Committee
    - Attends Selection Committee meetings to take notes and provide administrative support
    - Coordinates posting of the position as directed by the Selection Committee Chair
    - Prepares the application documents for the Selection Committee (i.e., applicants' letters, CVs, research statements, teaching dossiers, letters of recommendations, and research papers)
    - Prepares applicant spread sheet
    - Sends out letters of acknowledgement to all applicants and thank you letters to all referees
    - Prepares information packages for the candidates
    - Makes hotel and flight reservations, books rooms for research presentations and departmental meetings with candidates
    - Submits expense claims for approval to Dean's office
    - Works with the Department Manager to ensure that budget guidelines are followed
    - Develops (with the Selection Committee Chair) the candidates' itineraries and distributes them to the candidates and the department
    - Develops (with the Selection Committee Chair) the research presentation notices and distributes them to the department, the Faculty of Arts and any other relevant persons (as directed by the Selection Committee Chair). Normally, the research presentations will be scheduled for the afternoon of the first day of the visit.
    - Assists the Selection Committee Chair with collating feedback for presentation to the Selection Committee
    - Stores the documentation, for a period of six years, once the search is completed
    - Ensures that the job talk recording is destroyed once the search is completed
    - In accordance with University Retention rules and procedures, shreds all paper records and securely deletes all electronic files after six years.