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| Policy Number: | 5008 |
| Policy Title: | Hiring and Appointment of Faculty |
| Approved by: | President |
| Approval date: | February 15, 2012 |
| Effective date: | February 15, 2012 |
| Review date: | September 8, 2020 |
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Policy Statement

University Canada West (UCW) is committed to hiring faculty with the qualifications required to fulfill the mandate of the university. UCW will use fair, equitable and effective recruitment and selection practices that comply with legislative requirements.

Purpose

The purpose of this policy is to outline the standards and processes that will normally be observed in the hiring and appointment of academic faculty at UCW. The desired outcomes are to appoint the most qualified and suitable applicants through fair and equitable selection processes that meet with legislative requirements and university policy. This policy requires that confidentiality and respect for the applicants is maintained throughout the process.

Scope

All applicants for faculty positions shall receive fair and equal consideration consistent with the applicable federal and provincial legislation. This policy applies to all full time and sessional appointments to faculty positions at UCW. Full time appointments are renewable based on performance reviews. Sessional appointments are based on need, course enrolments and performance.

Faculty candidates should:

- Have completed, or be near completion of a doctoral degree in a discipline related to the discipline area taught with evidence of related scholarly work or
- hold a master's degree related to the discipline with extensive related professional/ business experience, or,
- hold both doctoral and master's degrees with post-secondary teaching experience in the field.

Doctoral degrees are normally required for teaching or supervising graduate students. Related professional and/or business experience is an asset for all faculty positions. Exceptions to these requirements may be approved by the Vice President, Academic (VPA).

Definitions

These definitions apply to terms as they are used in this policy:

| Word/Expression | Definition |
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| Full-time faculty | A full-time faculty has responsibilities for teaching, scholarly activities, service, and other related responsibilities as outlined in the contract for full-time faculty at University Canada West. |
| Sessional faculty | A part-time faculty who has responsibilities for teaching and other related responsibilities as outlined in the contract for sessional faculty at University Canada West |

Applicable legislation

- Charter of Rights and Freedoms, Canada
- Canadian Human Rights Act
- Personal Information and Protection Act (PIPA), B.C.

Related policies

| Policy Number | Policy Title |
|---------------|----------------------------------|
| 6751 | Information Privacy and Security |
| 6750 | Records Management |
| 2000 | UCW Advertising Policy |

Associated procedure

| Procedure Number | Procedure Title |
|------------------|-----------------------------------|
| 5008p | Hiring and Appointment of Faculty |

Responsibility

Vice President Academic

- It is the joint responsibility of the Vice President Academic (VPA), and the Director of Human Resources to ensure that policies and processes for faculty recruitment and selection are fair, equitable and comply with relevant policies and legislation.
- The VPA is responsible for the development and implementation of the Academic Hiring Policy and for maintaining the currency of the policy.
- The VPA must authorize recruitment to all faculty positions. The President has the final authority to approve appointments to full-time faculty positions.
- The VPA is responsible for establishing the Selection Committees for full-time faculty appointments and for approving membership to the committees.

- The VA is responsible for making the offer to the successful candidate through Human Resources.
- The VPA and Centre for Teaching Excellence is responsible for ensuring appropriate orientation and training for new faculty members

Department Chair

- Hiring sessional faculty and recommending final candidates to the VPA.

Chair of the Selection Committee

- Leading the recruitment and selection process for full-time faculty positions, ensuring that the process is fair and unbiased and that selection committee members conduct themselves according to the policy and procedures. A selection committee may be created for sessional hires.
- Keeping accurate records of communications with the candidates, formal interviews, and the decisions of the committee.

Selection Committee

- It is the duty of all members of the UCW community involved in the hiring process to ensure that the policy and procedures are followed, and that confidentiality is maintained.

Human Resources

- Verifying transcripts or degree parchments for candidates.