

### Article 18: Hiring of Members

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A very important part of collegial governance is deciding on departmental hiring priorities, search procedures, and methods of evaluating those who apply for academic positions at the University. These processes are outlined in the Collective Agreement. Below you'll find a description of what those processes should look like.

It's important to remember that...

- hiring processes are to be proceeded by a meeting of UMFA members at which hiring priorities and hiring procedures are discussed and recommended to your Dean/Director;
- UMFA Members are to form the majority of voting members on search committees; and
- it's not a breach of confidentiality to report to the Association about procedural defects that have occurred during any part of the hiring process.

As the hiring process is slightly different for faculty and librarians, the processes are described separately below.

#### Instructor and Professorial Ranks

As your academic units goes through the hiring process this year, keep in mind that following process, as outlined in Article 18 of the Collective Agreement, has to be followed by all departments:

- A **meeting of academic staff members with faculty rank** in a department is to be held in order that priorities and procedures regarding the search, assessment, and recommendations for appointment can be decided and recommended to the appropriate Dean or Director. As with the new teaching workload guidelines, **this is not a departmental meeting or a meeting of faculty council, and is to include only academic staff members with faculty rank within the department.** No other staff should be in attendance.
- "Academic staff members with faculty rank" means individuals with full-time academic appointments at the rank of Instructor I, Instructor II, Senior Instructor, Lecturer, Assistant Professor, Associate Professor or Professor. This **may include non-UMFA academics.** UMFA Members on reduced or half-time appointments are to be included as well. All these individuals must be appointed within your department. Nil-appointments, adjunct faculty, etc., do not meet these criteria.
- At this meeting, **5 UMFA Members** in the department should be recommended to sit on the Search Committee. The list of 5 names is to include **UMFA Members only.**
- A search committee normally of 5 people is struck by the Dean/Director, and **3 of the 5 UMFA Members chosen by the department are to be appointed to this committee.**
  - At least one faculty member from a related discipline is normally involved in the committee;

- 2 people of each gender should be on the committee. Where this is not possible, at least 1 person of each gender is to be on the committee;
- Provisions shall be made for student involvement, but failure to include students will not invalidate the process;
- The Dean/Director or their designate is also on the committee as a non-voting chair.

In the case of cross-appointments, or where faculties or schools are not organized into departments, the Dean/Director is to outline procedures modeled on those outlined above.

### **Academic Librarians**

A similar process holds for the *hiring of Academic Librarians*:

- A **meeting of Academic Librarians** is to be held in order that procedures regarding the search, assessment, and recommendations for appointment can be decided and recommended to the University Librarian. At this meeting, 5 UMFA Members in the unit should be recommended to sit on the search committee.
- A search committee of 6 people is to then be struck by the University Librarian, and **3 of the 5 UMFA Members chosen by the Academic Librarians are to be appointed to this committee.**
  - 2 persons of each gender should be on the committee. Where this is not possible, at least 1 person of each gender is to be on the committee;
  - The University Librarian or their designate is also on the committee as the non-voting chair.

In departments and in the libraries, Members are to be advised when candidates are visiting the unit.

If these rules are not being followed in your unit, or there is currently a sitting search committee that does not meet these criteria, please contact the UMFA office for advice.

### **Collective Agreement Language**

#### **18.B.2 Faculty Participation**

18.B.2.1 The academic staff members with faculty rank of the department meeting in committee shall recommend to the dean/director the priorities and procedures whereby candidates shall be sought, assessed and recommended for appointment. A reasonable number of academic staff members with faculty rank of a department shall participate in an advisory role in the search process.

18.B.2.2 Except as provided in s. 18.D of this Article, a search committee normally composed of five (5) persons (exclusive of the dean/director and any student participation), as follows, shall be appointed by the dean/director:

18.B.2.2.1 At least three (3) of those persons appointed to the committee shall be selected from a list of five (5) Members recommended to the dean/director by the academic staff members with faculty rank of the department meeting in committee. Members shall form the majority of voting members of the committee. If insufficient Members agree to serve, other persons may be used.

18.B.2.2.2 The dean/director or his/her designate shall be the non-voting chairperson of the search committee.

18.B.2.2.3 The committee shall be advisory to the dean/director.

18.B.2.2.4 There shall be provision for student participation. In the event students do not participate in the search committee's procedures that shall not invalidate the proceedings of the search committee.

18.B.2.2.5 At least one faculty member from a related discipline will normally be involved.

18.B.2.2.6 There shall be at least two (2) persons of each gender on each search committee wherever possible although there shall always be at least one (1) person of each gender. This shall be exclusive of any student participation.

18.B.2.2.7 In the event of:

18.B.2.2.7.1 a cross-appointment, or

18.B.2.2.7.2 departmental circumstances which do not permit the application of s. 18.B.2.2.1 above, or

18.B.2.2.7.3 a faculty/school which is not organized into departments, other procedures, modelled on the above, shall be established by the dean/director.

18.B.2.3 The search committee shall provide the dean/director with all information involved in the search process.

18.B.2.4 After the search is completed, a recommendation on the order of preferred candidates for the appointment shall be forwarded to the dean/director, which shall then be forwarded to the Provost and Vice-President (Academic) together with the dean/director's own recommendation before any offer of appointment is made.

18.B.2.5 Members of a department shall be advised when a candidate is visiting.

18.B.2.6 It shall not be considered a breach of confidentiality for a Member to disclose to the chair of the search committee, to the dean/director, to the Vice-Provost Academic Affairs, to Staff Relations, or to the Association, any facts or information pertaining to procedural defects (including bias) under this Article. Where the Association becomes aware of a concern, the Executive Director will contact the Director of Staff Relations to discuss the situation prior to taking any action.

### 18.B.3 **Librarians' Participation**

18.B.3.1 Whenever the filling of a full-time academic librarian's position is authorized, the University Librarian shall conduct a search for suitable prospective candidates.

18.B.3.2 Academic librarians meeting in committee shall recommend procedures whereby candidates shall be sought, assessed and recommended for appointment. A reasonable number of academic staff members with academic librarian rank shall participate in an advisory role in the search process.

18.B.3.3 A search committee of six (6) persons shall be appointed by the University Librarian.

18.B.3.3.1 At least three (3) of those persons appointed to the committee shall be selected from a list of five (5)

Members recommended to the University Librarian by the academic librarians meeting in committee. Members shall form the majority of voting members of the committee. If insufficient Members agree to serve, other persons may be used.

18.B.3.3.2 The University Librarian or his/her designate shall be the non-voting chairperson of the search committee.

18.B.3.3.3 The committee shall be advisory to the University Librarian.

18.B.3.3.4 There shall be at least two (2) persons of each gender on each search committee wherever possible although there shall always be at least one (1) person of each gender. This shall be exclusive of any student participation.

18.B.3.4 After the search is completed, the recommendations regarding the appointment shall be forwarded to the University Librarian.

18.B.3.5 Academic librarians in a department, section, or regional library, as appropriate, shall be advised when a candidate is visiting.

18.B.3.6 It shall not be considered a breach of confidentiality for a Member to disclose to the chair of the search committee, to the University Librarian, to the Vice-Provost Academic Affairs, to Staff Relations, or to the Association, any facts or information pertaining to procedural defects (including bias) under this Article. Where the Association becomes aware of a concern, the Executive Director will contact the Director of Staff Relations to discuss the situation prior to taking any action.

For a complete copy of all Collective Agreement provisions regarding hiring, consult Article 18 – Hiring of Members.

Questions or Comments? Email [FAUM@UMFA.CA](mailto:FAUM@UMFA.CA) or call the office at **204-474-8272**.