

FACULTY OF SCIENCE - FACULTY RECRUITING CHECKLIST

At all steps in the process, the subject line should clearly state – what documents are included in the email.

Examples for Subject line content:

- **Request to Fill, Department of xxxx**
- **Cessation, Employee Name, Employee number, Dept Name**
- **Summary of Search Pkg = Pos #xxxxx, Last name of candidate, Dept Name**
- **LABOUR MARKET IMPACT ASSESSMENT documents = Pos #xxxx, Last Name of candidate, Dept Name**
- **ACADEMIC APPT. FORM Pkg = Pos # xxxxx, Last Name of candidate, Dept Name**

"All documents must be printed to PDF after each signature is obtained (to avoid the loss of signatures) and then attached to the email."

Cessation

1. Department Head receives resignation or retirement notice (the UMFA member may request a waiver of obligation of xxx months' notice if not providing six months – in this instance the Dean's Assistant will complete the memo and submit on the Dean's behalf to the Vice-Provost. The Head needs to ensure the Dean's Assist. has this information.
2. The Administrative Assistant (DEPT. ADMINISTRATOR) prepares the Cessation, the Department Head signs, and the DEPT. ADMINISTRATOR submits the signed Cessation to the Dean's Assist. with supporting documents (resignation letter, waivers etc). The Dean's Assist. then forwards to Central;

Request to Fill

1. Department Head requests new Faculty position from Dean (discussion Term, Internal or External Search) and obtains approval;
2. Department Head holds Department Council meeting (18.B.2.1) to discuss Department requirements for the role, at this meeting the UMFA members select/nominate 5 members to serve on the Search Committee;
3. Department Head completes Request to Fill (REQUEST TO FILL) form and Justification for hire and submits to Dean and Dean's Assist, copying the DEPT. ADMINISTRATOR. **(do not complete Part B-Funding Information, Business Mgr will complete)**
4. The DEPARTMENT HEAD/Chair also includes the 5 selected committee members in the email for Dean to select 3 members along with one Graduate Student. The Dean may select 1 external UMFA member to serve.
5. The Dean's Assist. will distribute the Search Committee Memo on the Dean's behalf to the Chair/Department Head and the Committee Members; copying the DEPT. ADMINISTRATOR.
6. The Dean's Assist. will complete REQUEST TO FILL document and forward to Provost for approval and obtain a position number
7. Once approved, the Dean's Assist. will forward the REQUEST TO FILL to Department Head and DEPT. ADMINISTRATOR for next steps at Dept. level.

NOTE:

The DEPT. ADMINISTRATOR is responsible to monitor the recruiting budget of \$8,000.00 per search, including advertising. Search expenses above this amount will require the Dean's approval prior to spend and will be cost shared with the Dean's office.

Recruiting Stage

***All correspondence shall have the subject lines as noted above.**

1. DEPT. ADMINISTRATOR schedules the initial meeting of the Search Committee;
2. The first meeting with the Search Committee is reviewing the Advertisement (*located on HR Intranet Department Administrator and Department Head to confirm all FIPPA, EDI etc. statements for accuracy prior to submitting for approval – all changes are reflected here*) and locations where it will be posted.
3. The Chair assigns a committee member as the recording secretary for meetings.
4. Committee members must review the video on **Bias training** <https://cihr-irsc.gc.ca/lms/e/bias/> and complete **Accessibility training** located on UM Learn. (information located on Committee Memo from the Dean).
5. The Chair forwards the approved Advertising to the Dean's Assist., copying the DEPT. ADMINISTRATOR, who then forwards to the Dean for approval, once approved the Dean's Assist. returns the approved advertising to the Chair/Department Head and copies DEPT. ADMINISTRATOR.
6. The DEPT. ADMINISTRATOR completes the Academic Advertising form and submits to UM Careers (noted on the form).
7. Once approved by UM Careers, they will forward a link to the DEPT. ADMINISTRATOR, for the required posting locations (CAUT, University Affairs and UM Careers) along with the **equity survey that will be sent to each applicant by the DEPT. ADMINISTRATOR**. On the above 3 job posting sites, the DEPT. ADMINISTRATOR must (immigration requirement) take a **screen shot** on the 1st day of posting and the 30th day of the posting to prove that it was posted for a minimum of 30 days.
8. DEPT. ADMINISTRATOR will monitor the ad locations for expiry and possible renewal of advertising, DEPT. ADMINISTRATOR will confirm with the Department Head if required

NOTE:

- a) **If the 30-day posting expires on a weekend, the screenshot is required on the Friday prior to closing.**
- b) **These screenshots must be legible as they will be forwarded to Government of Canada to confirm dates on the ads, when hiring a Non-Canadian.**
- c) **If posting the position on other job posting sites please ensure to take a screen shot on first ay and closing date of the posting.**
9. Once posting is closed the Chair will hold a Search Committee meeting to review applicants and short list candidate's
10. Prior to arranging interviews the Chair will forward a summary of ranking process to committee members
11. Feedback from the Committee and CV's of the short listed candidate's will be forwarded to the Dean for discussion with the Chair

Interview Process:

1. DEPT. ADMINISTRATOR or designate will contact short listed candidate to schedule interviews (Committee, Dean and Faculty) and;
- Book travel (if required);
 - Schedule presentations;
 - Book AV equipment and Room;
 - If requested by Department members, the shortlisted Candidate's CV's can be shared, do not distribute widely.

NOTE:

When DEPT. ADMINISTRATOR is arranging the interview with the Candidate and Dean's designate (Associate Dean (pending recruitment position – AD to be determined by Dean) please contact the Dean's Assist. for dates and times, when sending the meeting invitation to the Dean's designate, please ensure the candidate's CV, the Job posting and meeting coordinates are included, and emailed to the

2. DEPT. ADMINISTRATOR (or designate OA) will assist each candidate with AV setup and room bookings, gathering presentations etc. from Candidate.
3. During the Committee interview, a designated Committee Member will take minutes as a matter of record

Selection:

1. The Chair and the Committee select the top ranked candidate, Chair advises Dean, and forwards the CV and any pertinent information to the Dean
2. The Dean and Business Manager determine the Salary range (and start up funding and moving allowance), the Dean advises Chair/DEPARTMENT HEAD on final amount to offer
- NOTE: Salary range must remain confidential until approved by the Provost on the Summary of Search**
3. The Business Manager completes the Salary Justification and spreadsheet and forwards to the Dean's Assist.
4. References will be completed by Chair/DEPARTMENT HEAD, (letters and telephone/video reference required). *This stage must be completed prior to submitting the Summary of Search package for each Candidate to the Provost*

Summary of Search and Offer

1. After the Candidate has been selected the DEPT. ADMINISTRATOR assists the Department Head collecting and completing the following documentation (Summary of Search Pkg – 1 pkg per candidate)
- a) Summary of Search form 703.1 (ensure position number and start date)
 - b) Committee Report (include a 2nd choice candidate in this report should the 1st choice decline)
 - c) Dean's supporting Memo
 - d) CV of candidate
 - e) CV of subsequent candidate's if noted in report
 - f) Copy of Committee approved Job Posting
 - g) Copy of all Advertising (in one PDF document ensuring this is in order and clearly showing 30 day minimum posting)

IF CANDIDATE IS NON-CANADIAN the following must be included:

- a) For NON-CANADIANS a Report on Canadians will be required (see TEAMS folder)
- b) For NON-CANADIANS include a copy of the Candidate's Passport (only for selected candidate)

- 2. The DEPT. ADMINISTRATOR will send the above items in one email to the Dean's Assist. for compilation. (no need to do one PDF)
- 3. The Dean's Assist. will complete the Dean's supporting memo which will include the Salary Justification from the Business Mgr.
- 4. The Dean's Assist. will compile the Summary of Search Pkg and send to Business Manager and Dean for final review
- 5. The Dean's Assist. will send the approved Summary of Search pkg to the Provost's Office
- 6. Provost approves the Summary of Search and returns to Dean's Assist.
- 7. The Dean's Assist. forwards approved Summary of Search documentation to the Department Head copying the DEPT. ADMINISTRATOR.
- 8. The DEPT. ADMINISTRATOR will prepare the appropriate Letter of Offer to the Candidate (templates on UM Intranet),

NOTE

a) Formal salary negotiations occur at this stage with Candidate

b) Please review for accuracy on Letter of Offer;

- Academic Orientation dates
- Maximum Untenured Period (MUP) end date
- Probationary/Continuing Appointments (Instructor)
- Performance Review dates (Instructor)
- Ensure return email address is included for acceptance (versus office address)

- 9. Chair/DEPARTMENT HEAD/DEPT. ADMINISTRATOR emails offer to Candidate
- 10. If top ranked candidate declines the offer, a second Summary of Search pkg is completed to offer to Candidate #2, under Selection see steps 1 through 4, and Summary of Search Section 1 through 19.
- 11. Once the successful candidate accepts the offer, the DEPT. ADMINISTRATOR:

Canadian: DEPT. ADMINISTRATOR completes the Academic Appt Form (ACADEMIC APPT. FORM) and sends the following items in one email to the **Dean's Assist. for completion** and submission to HR (in one PDF)

- a) ACADEMIC APPT. FORM
- b) Summary of Search Form
- c) Signed Letter of Offer
- d) CV
- e) PERSONAL INFORMATION FORM (if new Hire) Personal Information Form- *Must be complete or will be returned by HRIS*

****DEPT. ADMINISTRATOR'S DOCUMENTATION COMPLETE FOR HIRING CANADIAN CANDIDATE**

Non-Canadian: DEPT. ADMINISTRATOR submits the following in one email to **Dean's Assist. for completion of LABOUR MARKET IMPACT ASSESSMENT form** and submission of the LABOUR MARKET IMPACT ASSESSMENT to HR / Immigration requirements (Do not compile documents in one PDF – please keep separate)

- a) Report on Canadians
- b) Copy of Advertisements (one PDF and ensure start and closing dates are visible)
- c) Signed Letter of Offer
- d) Job Posting
- e) Summary of Search
- f) CV
- g) Committee Report - Under Summary of Search and Offer, item b
- h) Passport Copy
- i) Department FOP for LABOUR MARKET IMPACT ASSESSMENT fees

12. Dean's Assist. submits above documents (a-i) and LABOUR MARKET IMPACT ASSESSMENT form to Central Administration

13. When the LABOUR MARKET IMPACT ASSESSMENT is approved, Central Administration will forward email to the Dean's Assist, the Dean's Assist. will forward to the DEPT. ADMINISTRATOR and Chair/DEPARTMENT HEAD, at this time the DEPT. ADMINISTRATOR will forward to the Candidate so the Candidate can apply for a work permit.

14. The DEPT. ADMINISTRATOR stays in touch with the Candidate to obtain the work permit.

15. Once work permit is obtained, DEPT. ADMINISTRATOR completes and sends the following items in one email to the Dean's Assist. for completion and submission to HR (in one email) **NOTE: If immigration documentation is delayed, this may affect the start date, if this happens, please contact the Dean's Assist. to advise.**

- a) ACADEMIC APPT. FORM
- b) Summary of Search Form
- c) Signed Letter of Offer
- d) CV
- e) PERSONAL INFORMATION FORM (if new Hire)
- f) Copy of Work Permit

****DEPT. ADMINISTRATOR'S DOCUMENTATION COMPLETE FOR HIRING NON-CANADIAN CANDIDATE**

16. The Dean's Assist. forwards all information to HRIS for entry into systems for payroll and program access.

Candidate Department Orientation

1. The DEPT. ADMINISTRATOR diarizes the arrival of new academic to ensure office allocation and personal requests are complete

2. The DEPT. ADMINISTRATOR supports the Department Head in meeting the new Academic upon arrival, arranging office requirements etc.

3. Update Department website

**** RESOURCES:** Letter of Offer Template, Advertising, Request to Fill, Summary of Search all located on UM Intranet – **Do not save these to your computers as changes will be reflected on the Intranet.**

NOTES/COMMENTS: