



No. MGMT-HR-01

Title: STAFFING, RECRUITMENT AND HIRING – FACULTY –
POLICY AND PROCEDURES

CLASSIFICATION: HUMAN RESOURCE MANAGEMENT
FIRST ADOPTED: June 1983
AMENDED: June 1995, January 2013

1. General

The responsibilities for the recruitment of teachers listed in this document comply with the provisions of Bylaw Number 4 concerning Human Resource Management.

The Academic Dean has overall responsibility for faculty staffing and the Dean of Academic Systems, under the authority of the Academic Dean, is responsible for the allocation and control of the regular teaching quota.

2. Workload Distribution

- 2.1. The Dean of Academic Systems determines for each discipline the teaching quota and the number of course seats and/or sections to be offered. This information is communicated to the Sector Deans and Department Coordinator.
- 2.2. The Department Coordinator distributes the course seats among the teachers in the department in accordance with rules set by the collective agreement and the Staffing Coordinator and in accordance with the department's internal practices.
- 2.3. The Academic Systems staff enters this information into the appropriate College computerized information systems.
- 2.4. The Dean of Academic Systems approves the workload distribution and, when needed, the positions and workloads to be posted.
- 2.5. The Coordinator of Human Resources is responsible for the posting of available teaching positions and workloads and ensuring conformity with the collective agreement.

3. Selection Criteria

- 3.1. The Academic Dean has the overall responsibility for the establishment of selection criteria for each academic discipline.
- 3.2. The selection criteria represent the minimum hiring criteria for each academic discipline.
- 3.3. Sector Deans are responsible for periodically reviewing the minimum hiring criteria for each academic discipline under their supervision. In the event that the minimum hiring criteria are to be modified, the Sector Dean will consult the academic department concerned for feedback. Proposed changes to the minimum hiring criteria must be approved by the Academic Dean. The Academic Dean will then submit the modified minimum hiring criteria in writing to the Director of Administrative Services. For consistency and objectivity in hiring practices, minimum hiring criteria for a given

discipline should remain relatively constant and should only be revised when situations warrant.

4. Selection

- 4.1. Candidates for teaching positions apply in writing to Administrative Services (Human Resources) according to published procedures.
- 4.2. At the end of the posting period, the Coordinator of Human Resources is responsible for the preparation for each discipline of an ordered list of those candidates with a contractual priority.
- 4.3. Where priority candidates have applied and the selection is automatic, the Coordinator of Human Resources will proceed with step 5.2 below.
- 4.4. Where the College has a choice in the selection of candidates, normally the Department Coordinator of the discipline concerned will convene the selection committee for the purpose of interviewing potential candidates. Nevertheless, one of the College representatives may ask the Department Coordinator to convene a selection committee.
- 4.5. Academic departments may establish screening procedures in addition to the interview process. These screening procedures must be approved by the Sector Dean and Administrative Services and must respect the principles of equal access to employment equity.
- 4.6. The Department Coordinator, or the person delegated the responsibility under the department's established procedures, along with the teacher members of the selection committee as appropriate, are responsible for:
 - 4.6.1. reviewing all applications for the posted or anticipated workload(s);
 - 4.6.2. selecting the candidates who will be interviewed by the full selection committee;
 - 4.6.3. coordinating dates for interviews.
- 4.7. The composition of the selection committee is determined by the provisions of the collective agreement and by Bylaw Number 4. The Department Coordinator shall submit the names of the teacher members of the selection committee in writing to Administrative Services.
- 4.8. At the conclusion of the interviews or series of interviews conducted by the selection committee, the members enter their recommendation on a *Faculty Selection Committee Interview Results* form for each candidate interviewed. The form is signed by all members present. Any dissent to a majority hiring recommendation must be included in writing with the form. In the event more than one candidate is recommended by the committee, the Administrative Services (Human Resources) representative on the committee will record the committee members' order of priority for the accepted candidates and inform the committee of the result before adjourning.
- 4.9. The Department Coordinator, or designate, informs all candidates of the results of the interview process.

5. Hiring

- 5.1. Once the selection has taken place the Department Coordinator distributes the available workload(s) to the successful candidate(s) according to the order determined by the selection committee and informs the Staffing Office in Academic Systems and the Human Resources Department in Administrative Services.
- 5.2. The Coordinator of Human Resources confirms the hiring to the successful candidate, determines the terms and conditions of such hiring, and signs the teacher to a contract. The Sector Dean and the DTU receive notification when a new teacher is hired.
- 5.3. The Dean of Academic Systems is responsible for having the workload of the teacher entered in the College's computerized information system.
- 5.4. A teacher who has not signed a contract is normally paid hourly on the basis of time sheets (substitution pay forms) submitted by the Department Coordinator and approved by the Sector Dean. Payroll personnel are responsible for ensuring that all substitution pay forms are charged to the appropriate budget.

6. Other Responsibilities of the Selection Committee

- 6.1. The selection committee may be convened to review and determine the qualifications of current non-permanent faculty members following modifications to the minimum hiring criteria for the discipline.
- 6.2. The selection committee will be convened to review the additional qualifications of a teacher who was originally hired with a restriction on priority due to a failure to meet the minimum hiring criteria for the discipline.
- 6.3. The Sector Dean or Administrative Services (Human Resources) may consult the selection committee on any matters relating to the recruitment, selection and or retention of faculty.

7. Recruitment for Continuing Education Credit Courses and Summer Courses

- 7.1. The policies and procedures stated above apply to Continuing Education and Summer School with the exception of the following adjustments.
- 7.2. The Sector Dean, or the Dean responsible for AEC programs as the case may be, determines for each discipline the number of sections to be offered. This information is communicated to the Department Coordinators and the AEC Program Coordinator as appropriate.
- 7.3. Where no regular academic department exists for the discipline in question, the Sector Dean, or the Dean responsible for AEC programs as the case may be, coordinates the convening of the selection committee and setting up of interviews and ensures that at least one faculty member from the discipline is present.

1. REGULAR DAY HIRING PROCESS

FUNCTION	RESPONSIBILITY
Staffing allocation and choice of sections	Dean of Academic Systems
Submitting General Offer of Service or application by deadline	Teacher / Candidate
Distribution of teaching sections and data entry	Department Coordinator
Verification of assignments and determination of positions to be posted	Dean of Academic Systems Coordinator of Human Resources
Postings	HR Faculty Technician
Distribution of list of teachers with priority by discipline	HR Faculty Technician
Scheduling of selection committee meetings	Department Coordinator
Interviewing candidates & reference checks	Selection Committee
Contacting candidates with results of interview process	Department Coordinator
Printing of contracts	HR Faculty Technician
Signature of contracts	Human Resources Coordinator

2. CONTED AND SUMMER SCHOOL HIRING PROCESS

FUNCTION	RESPONSIBILITY
Staffing allocation and choice of sections	Sector Dean / Dean responsible for AEC Programs
Submitting General Offer of Service or application by deadline	Teacher / Candidate
Approval of teaching sections to be posted	Sector Dean / Dean responsible for AEC Programs
Distribution of teaching sections and entering data	Department Coordinator / AEC Program Manager
Postings	HR Faculty Technician
Distribution of list of teachers with priority by discipline	HR Faculty Technician
Scheduling of selection committee meetings	Department Coordinator / AEC Program Manager
Interviewing candidates & reference checks	Selection Committee
Contacting candidates with results of interview process	Department Coordinator / AEC Program Manager
Printing of contracts	HR Faculty Technician
Signature of contracts	Human Resources Coordinator



FACULTY SELECTION COMMITTEE
INTERVIEW RESULTS

DISCIPLINE:

DATE / ROUND:

<u>CANDIDATE</u>	
FIRST NAME:	FAMILY NAME:
ADDRESS:	
Tel no.:	e-mail:
S.I.N.: _____	D.O.B.: _____
CURRICULUM VITAE ATTACHED <input type="checkbox"/>	
EMPLOYMENT EQUITY (observable only):	
<input type="checkbox"/> FEMALE	<input type="checkbox"/> VISIBLE MINORITY
<input type="checkbox"/> ETHNIC MINORITY	<input type="checkbox"/> HANDICAPPED PERSON
<input type="checkbox"/> ABORIGINAL	

THE SELECTION COMMITTEE RECOMMENDS

unanimously that the College hire

by majority vote that the College hire (a written explanation must accompany this form)

that the candidate's services not be retained at this time (Why? : _____)

that the candidate be hired with a contractual restriction on "Hiring Priority":

- does not satisfy minimum education requirement
- does not satisfy minimum experience requirement
- does not satisfy another minimum requirement:
(specify): _____

SELECTION COMMITTEE MEMBERS

Faculty 1: Chair	_____	Signature	_____
Faculty 2:	_____	Signature	_____
Faculty 3:	_____	Signature	_____
Cont. Ed.:	_____	Signature	_____
Dean:	_____	Signature	_____
HR:	_____	Signature	_____