WORKSHOP FOR ACADEMIC CHAIRS

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UNIVERSITY OF WATERLOO

ADVERTISING FOR REGULAR FACULTY POSITIONS

• Regular Faculty Positions
• The Advertising Process
According to Policy 76, recruitment for the following ranks must be advertised:

• Professor
• Associate Professor
• Assistant Professor
• Lecturer (*duration of appointment is two years or more; see Policy 76, Item 5C*)
The Advertising Process

- Department identifies the need for a replacement or a new faculty member and requests approval from the Dean
- A Mission Critical form and an Authorization to Advertise form are completed
- The forms are approved and signed by the Chair, the Dean and the Provost before advertising can begin
Forms Used in the Advertising Process

- Faculty Identification/Mission Critical form: (states whether the position is a replacement or new and who is funding the position)

- Authorization to Advertise form: (contains the ad that will be posted)

- The Advertising Checklist form: (specifies ad content and where to post your ad)

- Please use current forms posted on the Provost’s web site: https://uwaterloo.ca/provost/forms
Advertising Best Practice

• To comply with Policy 76, ads must be posted with CAUT for 30 days (cost covered by Provost’s Office)

• To satisfy the University Appointments Review Committee (UARC), the department is responsible for posting on these additional sites for 30 days:
  - UW department and faculty web sites
  - Other Canadian university sites
  - Sites focussed on Women – (UARC)
  - Professional journals and e-lists that will attract the best and brightest (national and international)
Advertising Best Practice (cont.)

• To meet Employment and Social Development Canada (ESDC) requirements, ads must be posted with JobBank (default is 120 days/foreign workers)

• To ensure a Labour Market Impact Assessment (LMIA) is granted for foreign workers, we need to post with AUCC for 30 days as a third Canadian site

• Though no longer a requirement, posting your ad on at least one other web site for an underrepresented group (AboriginalLink.ca, Persons with Disabilities, Visible Minorities) is beneficial for a positive LMIA
Summary of the Advertising Process

1. Approval is obtained to hire a faculty member

2. The Department initiates a Mission Critical form and an Authorization to Advertise form

3. The two forms are signed by the Chair, the Dean and the Provost

4. Advertising for your approved position begins
HIRING PROCESS FOR REGULAR FACULTY

- Department Level
- Faculty Level
- University Level
Policy 76
5.B. Role of the Department Chair

- Ensure that candidates being interviewed and the selected candidate meet UW’s expectations for high quality teaching, scholarship and service

- Provide each candidate interviewed with information about salary levels, teaching loads, performance expectations, re-appointment and tenure, and other terms and conditions of employment

- Consult widely and involve other department members to identify qualified candidates

- Review list of considered candidates with the Dean
Recruiting Stage (Department)

• DACA (chaired by the Chair) meets, creates a short list and invites applicants for an interview

• DACA decides on a suitable candidate; Chair seeks approval from the Dean to proceed with an offer.

• Chair has discussion with candidate on start date, salary, sabbatical credit, moving costs, course release, start up (prior to writing the offer letter); the Dean has a further discussion with the Provost and all offers are conditional upon Provost approval
Completing the Paperwork (Department)

- Department completes the Mission Critical form by adding the name of the successful candidate.

- Department completes a Faculty Appointment form with as much information as possible.

- Department gathers documents for UARC package using the UARC Checklist form.

- Department sends the UARC package to the Deans Office.
Preparing the Offer (Faculty Level)

• Dean writes a memo supporting the Chairs decision and the Dean’s Office forwards the UARC package to the UARC committee for review. A SharePoint site has been developed to upload the documents.

• Dean’s Office prepares the offer letter using information collected on the faculty appointment form and assembles the candidate’s offer package.

• The offer package is sent to the Provost for final approval. For tenured hires, a recommendation from the FTPC accompanies the UARC recommendation.
Final Approval (University Level)

• Provost’s Office reviews the appointment form, offer letter, committee recommendations and memos and the Provost gives final approval on the appointment form. For a tenured hire, the Provost and Dean must also sign the offer letter.

• Provost’s Office checks that the offer package is complete

• Provost’s Office mails out the offer package
Candidate Accepts or Declines

• Candidate sends back a signed offer to the Dean or declines the offer

• Dean informs the Chair and the Provost that the candidate has accepted or declined

• Chair makes plans with the new hire or continues with the search
Summary of the Hiring Process

1. Department selects a suitable candidate and completes the appropriate forms

2. Deans Office prepares the offer letter and the candidate’s offer package

3. Provost approves the offer and the offer package is sent out
Important Websites

- Secretariat: Policy 76 Faculty Appointments

- Chairs Memo to the Dean

- Human Resources: Faculty Appointment Forms

- Provost’s Office: Forms

- Provost’s Office: Lunch and Learn for Staff
2016/2017 Lunch and Learn Sessions
For Staff

- Foreign Nationals: Hiring and Inviting – Oct 20/16
- Faculty Advertising – Nov 17/16
- Privacy Protection – Dec 15/16
- UARC Process – Feb 16/17
- Faculty Appointments – Mar 23/17
- Tenure & Promotion – Apr 27/17
- Faculty Sabbaticals & Other Leaves – May 18/17
Thank you for joining us today!

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