Lunch & Learn Session

on

Faculty Advertising

January 26, 2017
AGENDA

1. Regular Faculty Positions
2. Advertising Process
   • Forms
   • Approval & Distribution
   • Submission to CAUT
3. Re-advertising with CAUT
4. Advertising In Other Locations
5. Summary of the Process
Regular Faculty Positions

1. Which Policy or Policies talk about advertising for a faculty position?
   
a. Policy 3  
b. Policy 29  
c. Policy 75  
d. Policy 76 😊  
e. Policy 77  
f. All of the above  
g. c, d and e

Answer on Slide 7
Regular Faculty Positions

2. According to Policy which faculty positions must be advertised to meet **UW requirements** in order to hire?

a. Professor, Associate Professor, Assistant Professor
b. Definite term regular appointment less than 2 years
c. Definite term regular appointment 2 years and over
d. Research appointments
e. All of the above
f. a and b
g. a and c 😊

Answer on Slide 7
3. Which faculty positions must be advertised in order to hire a non-Canadian?

a. Professor, Associate Professor, Assistant Professor
b. Definite term regular appointment less than 2 years
c. Definite term regular appointment 2 years and over
d. Research appointments
e. All of the above 😊
f. a and b
g. a and c

Answer on Slide 7
Regular Faculty Positions

Faculty positions that must be advertised according to Policy 76, (Item 5) include:

- Full Professor
- Associate Professor
- Assistant Professor
- DT Lecturer (*duration of two years or more*)

**Note:** For any other positions (research, visitors, postdoctoral fellows, etc.) it is strongly recommended that you talk to Yanick Charbonneau or Frances Hannigan. If there is a possibility you could hire a foreign worker, the position needs to be advertised.
4. Which documents will you use when you are ready to advertise for an open faculty position?

a. Mission Critical/Faculty Identification form  
b. Authorization to Advertise form  
c. UARC submission form  
d. Advertising checklist  
e. All of the above  
f. a, b and c  
g. a, b and d 😊

Answer on slide 10
Faculty ID/Mission Critical form and Authorization to Advertise form

5. The mission critical and authorization to advertise forms are valid until what date?

a. Anticipated start date
b. Closing date for receipt of applications
c. The actual date the candidate starts
d. One year from the approval date on the form 😊
e. Until the date a candidate is selected
f. All of the above
g. c and e

Answer on slide 10
Advertising Process - Forms

The two forms used in the advertising process are:

- Faculty Identification/Mission Critical Form (attached)
- Authorization to Advertise which includes the ad that will be posted in the CAUT on-line bulletin (attached)
- These approved forms are valid for one year

Reference document used for best practice:

- Advertising Checklist (attached)

Please use the current forms which are posted on the Provost’s web site: https://uwaterloo.ca/provost/forms

Note: FORMS MUST HAVE PROPER SIGNATURES (CHAIR AND DEAN) OR THEY WILL BE RETURNED
6. When filling out the Faculty ID/Mission Critical form at the department level, what information is required?

a. Department, Faculty and Anticipated Start Date  
b. For replacement positions: the terminating faculty member’s name and end date  
c. For new positions: the funding source  
d. Approval (signature) from the Chair  
e. The mission critical unique ID number  
f. All of the above  
g. a, b and d 😊

Answer on slide 12
Faculty ID/Mission Critical Form

Department Information
- Candidate: leave this blank until position is filled
- Department/School and Faculty
- Anticipated Start Date
- Replacements: Who is leaving and termination date

Faculty Information (EO/FFO)
- Funding Source: Who is paying for this position
- Justification: Why do you need this position
Authorization to Advertise Form

7. When filling out the Authorization to Advertise form at the department level, what information is required?

a. Rank and salary range
b. Qualifications and duties of the position
c. Anticipated start date
d. Closing date for receipt of applications
e. Equity statements and link to FAUW (3 reasons …)
f. All of the above 😊
g. a, b, c and e

Answer on slides 14 and 15
Authorization to Advertise Form

What to include in your ad:

- Department/School and Faculty
- Title of position (Rank) and Salary range (New)
- Qualifications required
- Nature of duties
- Where and how applications are to be sent: name and address of person and/or web site URL
- Effective or anticipated start date of appointment
- Closing date for receipt of applications (UARC looks for a specific date so all candidates have the same parameters)
Authorization to Advertise Form (cont.)

Your ad must include UW's employment equity statement and the “3 reasons to apply” link to the FAUW web site:

1. The University of Waterloo respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including women, members of visible minorities, Aboriginal peoples and persons with disabilities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.


3. Be sure to test all links and make sure they work
Authorization to Advertise Form (cont.)

NOTES (revisions to ads):
• The Provost’s Office does not have the authority to make any changes to these ads. Please proofread; check your spelling and grammar
• The Dean’s Office and/or the Department is responsible for all revisions
• Minor revisions, e.g. spelling and grammar do not need re-approval; only re-submission
• Major revisions, e.g. qualifications, rank, research area, duties, etc. need to be re-approved and re-submitted
Advertising Checklist Form

Where to post your ad (Best Practice):

- CAUT (30 days)
- AUCC (30 days)
- Job Bank (120 days is default for the TFWP)
- UW Faculty web site
- UW Department web site
- Canadian and International journals
- Other Canadian universities
- “Women In” web sites
- AboriginalLink and/or other underrepresented areas
Approval and Distribution Process

8. Who keeps the original mission critical and authorization to advertise forms while advertising is taking place?

a. Original forms stay in the Provost Office
b. Original forms stay in the Deans Office
**c. Original forms stay in the Department 😊**
d. Original forms are sent to Human Resources
e. Original forms are sent to Finance
f. All of the above

Answer on slide 19
Approval & Distribution Process

Approvals:
Department/Faculty/University
• Chair, Dean and Provost signatures are required on both forms:

Distribution:
Faculty Identification/Mission Critical Form
• original is sent to Dean’s Office (will contain unique ID #), and then returned to the Department
• copies are kept in the Office of the Provost and the Dean’s Office

Authorization to Advertise Form (CAUT Bulletin)
• original is sent back to Dean’s Office and then returned to the Dept
• Copies are kept in the Office of the Provost and the Dean’s Office
Posting Your Ad

• Ads will be sent to CAUT the Friday following approval for posting on Monday (holidays included)
• CAUT receives the ad and sends a copy for proofing; this email has the dates; cost of ad; etc.
• The Provost Office forwards this confirmation to the Dean’s Office to verify when the ad will be posted
• When the ad is posted, departments should log on to the CAUT website: http://www.caut.ca/ and enter University of Waterloo into the career search box and print the ad with url and date (ESDC requirements and for UARC file)
9. According to Policy, UARC and best practice, where must your ad be posted?

a. CAUT and/or AUCC (University Affairs) for 30 days
b. UW Department and Faculty web sites
c. Sites for underrepresented groups (Women)
d. Relevant national/international professional journals
e. Appropriate contacts at other Canadian universities
f. All of the above 😊
g. a and b only

Answer on slide 22
Advertising in Other Locations

• According to Policy 76, all regular faculty positions must be advertised in AUCC and/or CAUT
• UARC requires departments to advertise broadly in Canadian and International publications and to underrepresented groups especially women’s sites
• UW Faculty web site which links to the Human Resources Faculty Position Postings. Consult with your Dean’s Assistant
• Arrangements and costs are the responsibility of the department/faculty
Re-advertising with CAUT

• To re-advertise with CAUT, after the initial 30 day posting, go to the CAUT web site: www.caut.ca and enter your information in the “post a job” area. A valid P-card is required

• If you require assistance setting up the account, contact Rosa Laboccetta - ads@caut.ca

• You will be required to do this on your own at your department’s expense. For current rates visit: http://www.cautbulletin.ca/files/OnlineRatecard2013.pdf.

• 30 days for $400; 60 days for $575
Posting Your Ad for a possible non-Canadian hire

10. Where must your ad be posted if there is potential for a non-Canadian hire?

a. CAUT and AUCC (University Affairs) for 30 days
b. JobBank
c. Sites for underrepresented groups
d. Relevant national/international professional journals
e. UW web sites and other Canadian universities
f. All of the above 😊
g. a and b only

Answer on slide 25
Posting Your Ad for a Possible non-Canadian Hire

• ESDC has also defined areas for posting if there is a chance a foreign national could be hired

• AUCC for 30 days

• CAUT for 30 days

• Job Bank for a minimum of 30 days (default for foreign hires (TFWP) is 120 days)

• Sites for underrepresented groups (Aboriginals, Visible Minorities, Persons with Disabilities, Women)

• Please refer to the Advertising Checklist

• Note: Canadian ads must concur with Foreign ads
Summary of the Process

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

2. The two forms are approved by the Chair, the Dean and the Provost

3. The ad is posted with CAUT for 30 days; advertising costs in other publications and any display ads are the responsibility of the Department/Faculty
Important Websites

• Policy 76: Faculty Appointments (5. Hiring Procedures for Regular Faculty Members)
  http://www.adm.uwaterloo.ca/infosec/Policies/policy76.htm

• CAUT (Canadian Association of University Teachers)
  Rosa Laboccetta: ads@caut.ca; (613) 820-2270 x196
  http://www.caut.ca

• Provost’s Web Site (Forms, Lunch and Learn)
  https://uwaterloo.ca/provost/home
2016/2017 Lunch and Learn Sessions

October 20, 2016  Immigration and Hiring Foreign Workers
November 17, 2016  Privacy Protection
January 26, 2017  Faculty Advertising
TBA  Postdoctoral Fellows
February 16, 2017  UARC
March 23, 2017  Faculty Appointments
April 27, 2017  Tenure & Promotion
May 18, 2017  Faculty Sabbaticals

Thank you for joining us today!
**Faculty Advertising – Quiz (1 – 5)**

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