UNIVERSITY APPOINTMENTS REVIEW COMMITTEE (UARC)

Flora T.T. Ng, Chemical Engineering, UARC Chair
Mahejabeen Ebrahim, Nadia Linares, Equity Office
Feb 16, 2017
UARC (University Appointments Review Committee)

- This Committee, appointed by the VPA&P in consultation with Deans' Council and the President of the Faculty Association, shall advise on regular faculty appointments (professors and lecturers) of duration two years or more.

- UARC shall review the hiring process and provide advice to the Dean before a hiring recommendation is sent to the VPA&P for approval.
Current UARC Members

Chair: Flora Ng (Chemical Engineering)
• (AHS) Jack Callaghan; Rhona Hanning
• (ARTS) Doreen Fraser, Andrew Faulkner
• (ENG) Gerry Schneider, Catherine Rosenberg
• (ENV) Johnathan Li, Johanna Wandel
• (MATH) Ken Davidson; Kevin Lamb
• (SCI) Tadeusz Gorecki; Brian Dixon
The Chair (through the Dean) shall provide UARC with a brief summary of the recruiting process including efforts to solicit candidates from the underrepresented gender. Documentation (such as CVs, letters of reference) will be provided for the top three candidates.

If all three top candidates are of the same gender, documentation will also be provided for the top candidate of the opposite gender.
UARC monitors the hiring process to ensure that positions were **properly advertised**; that both the letter and the spirit of the hiring procedure were followed; and that there was a **thorough search for candidates**, especially candidates of the under-represented gender.

UARC provides advice to Chairs, Deans and the VPA&P with respect to faculty hiring, and reports to Senate annually, via the VPA&P, on its activities and operation.
Observations

- There is a range in content and quality of the memos submitted to UARC by the Department Chairs (*** see Secretariat website for information required in the Dean’s memo)

- We note that some departments provide excellent reports while some other departments do not provide the necessary documentation - cause delay in UARC review
What we look for

- Hiring process is open and fair
- Special efforts to recruit under-represented gender
- Potential conflict of interest
- Hiring matches the advertisement
- Consensus in department, any votes?
Role of UARC

- Ensure Policy 76 is followed in the hiring process

- We do not re-evaluate the qualifications of the candidate – the purview of the Department

- We will do a comparison of candidates to identify anomalies and, if there are anomalies, look for explanation in Chair’s discussion, or solicit an explanation - the candidate meets the description in the advertised position
We Need

- Discussion of relative merits of top three candidates and candidate of opposite gender
- Recommendation of Dean
- Contingency plan that will be followed if first choice does not accept the offer
- Reference letters for top three candidates and candidate of opposite gender

- ALL PARTS OF THE UARC FILE SUBMISSION FORMS MUST BE ADDRESSED (Forms available on Secretariat Website)
The Process

Designed for efficient processing
Includes:

- Advance notice that a file is being prepared
- Check lists so that the file is complete the first time
- Use of SharePoint to avoid delay in file delivery

Forms

Summary of Recruiting Efforts
http://secretariat.uwaterloo.ca/forms/facultyappts.htm
<table>
<thead>
<tr>
<th>Who</th>
<th>When</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Decision is made to make an offer to a candidate</td>
<td>Advise dean’s office: name of candidate, when to expect file to be ready</td>
</tr>
<tr>
<td>Dean’s office</td>
<td>Hear from department</td>
<td>Advise Equity Office: name, department, when to expect file to be ready</td>
</tr>
<tr>
<td>Equity Office <a href="mailto:nlinares@uwaterloo.ca">nlinares@uwaterloo.ca</a></td>
<td>Hear from faculty</td>
<td>Arrange for review (depends on reviewer availability)</td>
</tr>
<tr>
<td>Department</td>
<td>While chair’s memo is being written</td>
<td>Prepare file in the order set out in the Check List for UARC File Submission; ensure complete</td>
</tr>
<tr>
<td>Department</td>
<td>File complete</td>
<td>Complete and sign the <em>Check List for UARC File Submission</em>; deliver file to dean’s office</td>
</tr>
<tr>
<td>------------</td>
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<td>-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dean’s office</td>
<td>Receipt of file from Department</td>
<td>Add dean’s memo to file (chosen candidate and contingency plan); complete and sign the <em>Check List for UARC File Submission</em>; scan and upload to SharePoint as one document, (with check list at the front, followed by the advertisement); advise Nadia Linares when upload completed</td>
</tr>
<tr>
<td>Role</td>
<td>Action</td>
<td>Response</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Equity Office</td>
<td>Receipt of notification that upload completed</td>
<td>Advise reviewer and UARC chair that file is ready for review</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Within three working days of notification that file is ready</td>
<td>Review file; complete and upload Check List for UARC Reviewer</td>
</tr>
<tr>
<td>Equity Office</td>
<td>Reviewer uploads Check List for UARC Reviewer</td>
<td>Advise UARC chair that review has been completed</td>
</tr>
<tr>
<td>Role</td>
<td>Task After Offer Made</td>
<td>Next Step</td>
</tr>
<tr>
<td>-----------------------------</td>
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</tr>
<tr>
<td>UARC chair</td>
<td>Completion of review</td>
<td>Email letter to VPA&amp;P, Dean’s Office, Secretariat</td>
</tr>
<tr>
<td><strong>After offer was made to the candidate:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Receive response to offer</td>
<td>Advise dean’s office whether offer was accepted</td>
</tr>
<tr>
<td>Dean’s office</td>
<td>Hear from department</td>
<td>Advise Equity Office whether offer was accepted - info for UARC report to Senate</td>
</tr>
</tbody>
</table>
Questions?