UNIVERSITY APPOINTMENTS REVIEW COMMITTEE (UARC)

Flora T.T. Ng, University Professor, Chem Eng, UARC Chair (presenter: Gerry Schneider, UARC)
Alice Raynard, UARC Secretary (Associate University Secretary, Secretariat)
Cindy Baker, UARC Support (Governance Support Specialist, Secretariat)

6 November 2018
This Committee, appointed by the VPAP* in consultation with Deans' Council and the President of the Faculty Association, shall advise on regular faculty appointments (professors and lecturers) of a 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 VPAP for approval.

*VPAP: Vice-President, Academic & Provost
Current UARC Members

Chair: Flora Ng (Chem Eng)

- (AHS) Clark Dickerson; Heather Mair
- (Arts) Doreen Fraser, Anna Esselment
- (Eng) Gerry Schneider, Catherine Rosenberg
- (Env) Johanna Wandel, Prateep Nayak
- (Math) Peter van Beek, Christopher Godsil
- (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 underrepresented gender.

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

Advance notice to UARC is helpful to ensure reviewers are prompted and available.
Observations

- There is a range in content and quality of the memos submitted to UARC by the Department Chairs (see UARC webpage 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 – this causes delays in UARC reviews.
What we look for

- Hiring process is open and fair (e.g., seminars, meetings with search committee)
- Special Efforts to Recruit Under-represented gender
- Potential conflict of interest-how the conflict was resolved – see memo on UARC website on conflicts of interest
- Hiring matches the advertisement
- Consensus in Department, any votes?
- How was the DACA appointed?
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 are available on the UARC webpage); use the latest forms dated 2018/01/31
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 (UARC webpage)
<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 secretariat: name, department, when to expect file to be ready</td>
</tr>
<tr>
<td>Secretariat office</td>
<td>Hear from Faculty</td>
<td>Arrange for review (depends on reviewer availability)</td>
</tr>
<tr>
<td><em>Cindy.baker</em> @uwaterloo.ca</td>
<td></td>
<td></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 file is complete</td>
</tr>
</tbody>
</table>
Department

File complete

Complete and sign the *Check List for UARC File Submission*; deliver file to Dean’s Office

Dean’s office

Receipt of file
From Dept

- Add Dean’s memo to file (chosen candidate and contingency plan);
- Complete and sign the *Check List for UARC File Submission*; scan and upload to SharePoint as one document (with check list at the front, followed by the CAUT advertisement);
- Advise Secretariat when upload completed
<table>
<thead>
<tr>
<th>Secretariat</th>
<th>Receipt of notification that upload is completed</th>
<th>Advise reviewer and UARC chair that file is ready for review</th>
</tr>
</thead>
</table>
| Reviewer    | Within three working days of notification that file is ready | • Review file;  
• Complete and upload Check List for UARC Reviewer |
| UARC chair  | Completion of review                                | Email letter to VPAP, Dean’s Office, Secretariat       |
After offer was made to the candidate:

<table>
<thead>
<tr>
<th>Department</th>
<th>Receive response to offer</th>
<th>Advise Dean’s office whether offer was accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s office</td>
<td>Hear from department</td>
<td>Advise Secretariat whether offer was accepted – info for UARC’s report to Senate</td>
</tr>
</tbody>
</table>
Links:

• VPAP Forms & Templates
• UARC