

Lakehead

UNIVERSITY

Guidelines for Faculty Recruitment and Hiring

Advertising

Upon approval to fill a faculty position by AEC, Faculty Omnibus or standalone ads will be created, with the assistance of Department Chairs/School Directors and Faculty Deans. Ads will be posted, according to Article 19.02.03 of the Collective Agreement, in both University Affairs and CAUT Bulletin.

Search Committees

Chairs/Directors should establish a search committee. The procedure for each unit shall be communicated in writing to the Dean, in accordance with Article 19.02.01 of the Collective Agreement. All deliberations and decisions of search committees must be treated as confidential. Search committees should keep a formal record of all meetings pertaining to the search.

Interviews

A search committee will recommend a short-list of candidates to be invited to campus for an interview and will complete a Faculty Recruitment Summary. The search committee will have reference checks done on candidates prior to the recommendation for short-list. Typically, a maximum of 3 candidates will be recommended for interview. Any departure from this practice will be approved by the Faculty Dean and Vice-President (Academic) and Provost.

Prior to inviting candidates to campus for interviews, the Position Description and Faculty Recruitment Summary, approved by the Faculty Dean will be delivered to the Vice-President (Academic) and Provost for review, approval and comment with respect to the following:

1. Process followed by the search committee;
2. Application of Faculty Employment Equity Policy;
3. Qualifications of the candidates.

The Faculty Recruitment Summary and Position Description will be accompanied by the following documentation.

1. Letter of Application and C.V. and letters of reference for the short-listed candidates;
2. C.V. of the most qualified female candidate;
3. Confirmation of Citizenship Status for the short-listed candidates.
4. Composition of the Search Committee
5. Complete list of applicants for the position

Upon approval in writing by the Vice-President (Academic) and Provost, short-listed candidates may be invited for interviews, either in person or via tele-conference, as necessary.

See Appendix 'A' for Interview Expense Protocol

Search Committee Recommendation

The Chair of the search committee shall make a written recommendation of the preferred candidate to the Faculty Dean pursuant to Article 19.02.04 of the Collective Agreement, including reference to type of appointment, rank, probable teaching duties and other responsibilities, details of computer requirements, a proposal for start-up funding, and other expectations and/or conditions of appointment. The recommendation shall be accompanied by the following documentation:

1. Faculty Recruitment Summary
2. Letter of Application and C.V. of the preferred candidate;
3. Letters of Reference respecting the preferred candidate;
4. C.V. of the most qualified female candidate;
5. Confirmation of Citizenship Status
6. Position Description
7. Composition of the Search Committee
8. Complete list of applicants for the position

Approval of Faculty Dean

If the search committee's recommendation obtains the approval of the Faculty Dean, he/she shall consult with the Director of Human Resources (or designate) for a calculation of applicable salary and shall make a written recommendation, attaching the package of supporting documentation above, to the Vice-President (Academic) and Provost, pursuant to Article 19.02.05 and 19.02.06 of the Collective Agreement.

Approval and Recommendation of Vice-President (Academic) and Provost

The Vice-President (Academic) and Provost may consult with the Faculty Dean and may request further information from the search committee prior to making his/her final recommendation to the President pursuant to Article 19.02.07 of the Collective Agreement.

If the Vice-President (Academic) and Provost accepts and approves the recommendation of the Faculty Dean, the package is forwarded to the President for final approval, prior to a letter of offer being prepared pursuant to Article 19.02.09 of the Collective Agreement.

APPENDIX 'A'

INTERVIEW EXPENSE PROTOCOL

1. Travel Expenses and Accommodation

Short-listed candidates may elect to book their own travel and accommodation arrangements, or may work with administrative assistants in confirming their booking(s). Administrative assistants may book third-party travel from their Visa purchasing card. Bookings will normally include economy flights and standard accommodations.

2. Meals

Candidates who are escorted for meals off-campus will normally be accompanied by three (3) department/school or faculty members.

3. Alcoholic Beverages

Wine may be offered for meals with candidates, with a limit not to exceed two (2) bottles for a group of four (4). All other alcoholic beverages will not be reimbursed as expenses of the interview and will be the responsibility of the individual.

4. Other Reimbursable Expenses

Candidates will be provided with a personal Itinerary which details the expenses which are the responsibility of Lakehead University, including transportation to and from campus. Candidates should be advised in advance that all other expenses, including long-distance telephone are the sole responsibility of the candidate.

5. Budget and Exceptions

Exceptions should receive prior approval of the Faculty Dean if they are likely to exceed these protocols.

All expenses associated with Interviews and Recruitment will be allocated to the applicable department/school or faculty budget for Interviews and Recruitment.