

Lakehead University

Procedure for hiring spouses or relatives using research grants

(November 1, 2006)

Preamble:

It is the policy of Lakehead University not to employ relatives in either a direct or indirect supervisory relationship in areas where there may be a possible conflict of interest (Human Resources: Employment Practices, General Non-academic <http://policies.lakeheadu.ca/policy.php?pid=73>). Under exceptional circumstances, where it can be demonstrated that it is necessary to employ relatives in any of the above situations, written approval for such a staffing arrangement must be received from the President or the Vice-President Research prior to the issuance of any offer of employment.

The Social Sciences and Humanities Research Council has the following statement in its *Grant Holders Guide* relating to the employment of spouses or relatives: "... the employment of relatives is permitted provided they have appropriate qualifications and all university regulations and recruitment policies are followed" (http://www.sshrc.ca/web/using/grant_holders/strategic_e.asp).

To be consistent with the aforementioned principles, researchers at Lakehead University generally should not hire their spouses or relatives using their research grants. Under exceptional situations, such as difficulty in finding other suitable candidates, Lakehead would allow such a practice if a transparent and fair hiring process is followed. This hiring process should be guided by the following procedures.

1. The researcher must submit an application to the Vice-President Research to elucidate:
 - Funding source to support this hiring
 - Hiring period and salary level
 - Job description
 - Rationale or explanation for hiring a spouse or relative
2. Once approved by the Vice-President Research, the researcher must publicly advertise the proposed job. The appearance of the job advertisement in the Chronicle Journal is the minimum requirement. The researcher must take sole responsibility for the financial cost of the advertisement through Human Resources.
3. A search committee should be formed and interviews should be fairly conducted to select the final candidate. This committee is composed of the researcher, one academic colleague of the researcher in the same academic unit, one Lakehead University faculty or staff outside of the researcher's academic unit who acts as the Chair of the search committee, and a representative from Human Resources. The formation of this search committee must be organized by the researcher and its composition will be approved by the Vice-President Research.

4. Should the spouse or relative of the researcher be identified as the most suitable candidate for the proposed position, the following materials must be submitted to the Vice-President Research:
 - A copy of the publicized advertisement for the position.
 - A list of all applicants (names only)
 - Original minutes of the interviews conducted by the search committee
 - A recommendation from the search committee and its justification, signed by Chair of the search committee.
 - A work supervision plan, prepared by the researcher and approved by the search committee, which delegates the signing authority for salary payment to the employee to a colleague of the researcher in the same academic unit or the academic head of that unit,

5. The Vice-President Research will decide whether to accept the search committee's recommendation based on fairness and transparency of the documented selection process.