



Overview

The University of Alberta has established selection procedures for the purpose of consistency and objectivity in recruitment. (UAPPOL)

Internal procedures for Advisory Selection Committees will be established by the appropriate Faculty Council. (UAPPOL)

Purpose

This is an internal working document prepared to assist staff in the Dean's Office and the Departments in working through the academic selection process thoroughly, accurately and consistently. For questions or comments regarding this document please contact Betty Jo Werthmann, Governance Administrator, at betty.jo.werthmann@ualberta.ca.

Resources

The following UAPPOL documents should be reviewed prior to starting the selection process.

UAPPOL Academic Selection Procedures

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Academic-Selection-Procedure.pdf>

UAPPOL Academic Staff Postings and Advertising Procedures

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Academic-Staff-Posting-and-Advertising-Procedure.pdf>

1. Procedures for Dean's Office and Recruiting Departments

- a) The advertisement will be prepared by the recruiting department and approved by the Dean, and posting facilitated by the Assistant Dean in the Dean's Office.
- b) Applications will be received by the recruiting department.
- c) The recruiting department will request the Dean to identify two elected members from the Dean's Pool for Department Advisory Selection Committees. The Dean's Office will confirm the member's availability to serve on the Advisory Selection Committee. Once confirmed, the names will be forwarded to the recruiting department. To facilitate this process, it is preferable if a general timeline of events can be provided to the Dean's Office.
- d) Two members of the recruiting department, including joint appointments, are chosen according to procedures approved by the Faculty Council, to serve on the Advisory Selection Committee. (*Appendix 1*)
- e) The short-listing process takes place within the recruiting department through a process established by the recruiting department. (*Appendix 2*)
- f) Short-listed candidates must complete and sign a *Consent to Collect and Verify Information* form before references can be contacted or information verified. (see HR forms cabinet - Recruitment) If necessary, this can be emailed to the candidate for an electronic signature.



- g) The recruiting department will arrange for the visits of short-listed candidates to campus, the interviews with the Advisory Selection Committee, the public presentation, and the decision meeting of the Advisory Selection Committee (to be chaired by the Dean or delegate).
- h) Each short-listed candidate will be asked to give a public presentation. This should be advertised to the Faculty as a whole. (see *Appendix 3* for protocol concerning recording of presentations)
- i) Each short-listed candidate will meet separately with the Dean or delegate. The recruiting department will ensure the Dean or delegate has a copy of the candidate's package prior to these meetings.
- j) When interviews and presentations have been established, the recruiting department will send a schedule, copies of CVs, reference letters, a copy of the advertisement, and any other supporting material as provided by the candidate to all Advisory Selection Committee members. The recruiting department may choose to make public the candidate's CV and research support material. However, the reference letters are confidential and to be seen by the Advisory Selection Committee members only.
- k) At the decision meeting, chaired by the Dean, the Dean will receive a recommendation from the Advisory Selection Committee.
- l) The Dean will make a decision and, in consultation with the recruiting Department Chair, will negotiate the employment of the successful candidate.
- m) It is the responsibility of the recruiting Department Chair to notify the unsuccessful candidates.
- n) The recruiting department will be responsible for maintaining one copy of all submitted applications for a one year period prior to shredding. All material distributed to selection committee members should be retrieved following the decision meeting and securely maintained until the selected candidate's employment has been secured. At that time all committee material should be securely destroyed.
- o) The recruiting department will provide the Assistant Dean, Finance and Administration in the Dean's Office, with a copy of the successful candidate's CV and reference letters for the Faculty personnel file.
- p) A summary of expenses incurred during the recruitment process is to be sent to the Assistant Dean, Finance and Administration for departmental reimbursement.

2. Composition of Advisory Selection Committees

The composition of the Advisory Selection Committee will be as follows unless changed by the Faculty Council. If the Faculty changes the composition, the Dean must inform the Provost and Vice-President (Academic) in writing. (UAPPOL)

- a) The Dean, or delegate, as Chair
- b) The Chair, or delegate, of the recruiting department
- c) Two members of the Dean's Pool for Department Advisory Selection Committees who are not members of the recruiting department, designated by the Dean.



- d) Two full-time members of the recruitment department, including joint appointments. (EFC May 3 1977) Such members are to be selected according to procedures approved by the Faculty Council. (Appendix 1)
- e) One representative from a relevant professional body may be designated when the Dean and Advisory Selection Committee members consider such representation appropriate, e.g. the ATA, library or psychology profession). The Advisory Selection Committee is responsible for determining what is meant by “relevant professional body”. The Provost and Vice President (Academic) must be informed of the name and affiliation of any representative included in the selection process. Should the Advisory Selection Committee, including the Dean, wish to include a representative from a relevant professional body, it is the responsibility of the recruiting department to facilitate this process. The Dean’s Office would then send a letter to the Provost and Vice President (Academic) to report the name and affiliation of the representative.

Appendix 1: Procedure for Choosing Department Representatives for Advisory Selection Committees

The following procedures will be used unless a different procedure is approved by the Department Council and Faculty Council.

- One full-time continuing academic as elected by the full-time continuing academics within the Department.
- One member from the relevant specialization appointed by the Department Chair in consultation with specialization members.
- In the case where no specialization members are available, two full-time continuing academic members will be elected.

Appendix 2: Procedures used by Departments to Short-list Candidates

Department of Educational Policy Studies

Procedures are being developed.

Department of Educational Psychology

The Department Advisory Selection Committee (Recruitment) members consisting of 2 area members, 2 elected members-at-large who are full-time academic staff, and the Chair of the Department, review the files. The Department Advisory Selection Committee (Recruitment) calls a meeting to review applications for the advertised tenure-track academic position and makes a recommendation for short-listed candidates and interviews to the Chair of the Department.

Elementary Education

Candidates are short-listed by the Chair’s Advisory Committee (Chair, Associate Chair, Graduate Coordinator) and two full-time department faculty members invited by the Chair.

School of Library and Information Studies

Procedures are being developed.



Secondary Education

Candidates are short-listed by the Department Administration Team and two full-time continuing faculty members, invited by the Chair.

Appendix 3: Procedures for recording or candidate presentations

At the request of the *University of Alberta Privacy and Security office*, the following procedures have been developed for all departments to follow:

1. Candidate presentations can be recorded but not livestreamed.
2. Recordings of candidate presentations can be made publicly available only after all candidates have presented.
3. When the links to the presentations are publicly announced, an end date must be provided. It is the responsibility of the recruiting department to ensure the link is disengaged at the appropriate time.
4. The presentation facilitator will announce that no personal recording devices are to be used during the presentation.
5. The recording will start when the facilitator asks for the recording to begin in their opening remarks.
6. The recording is turned off after the Q & A and the facilitator has thanked the candidate.
7. The camera angle is only of the facilitator, then the presenter. No shots of the room are to be taken, even during the Q & A.
8. Signs will be posted outside and inside the room advising that the presenter is being video recorded with audio from the room.
9. The candidate must sign an acknowledgement that they are being recorded and that the recording will be made public for a specific period of time. Such forms can be obtained from the technicians on site.