



# Recruitment and Appointment of Academic Staff

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## Introduction

The First Nations University of Canada is committed to quality teaching, research, and service grounded in the knowledge of First Nations teachings. To fulfill its commitments, the University must recruit and retain exceptional staff to provide high-quality programs and services to clients, communities and stakeholders. In recognition of our unique culture the University is allowed under *The Saskatchewan Human Rights Act* to undertake preferential hiring of First Nations faculty and staff.

## Definitions

**Term** - a term appointment has a terminate date which is stipulated in the letter of appointment and there is no obligation on the part of the University or the academic staff member to extend or renew beyond that date.

**Probationary (toward Permanent Appointment)** – a probationary appointment is an academic appointment where the individual is expected to be progressing toward a permanent appointment. A probationary appointment is normally for a one year period and, depending upon satisfactory performance, may be renewed but no individual may serve more than five consecutive years in a probationary appointment. Probationary appointments that do not follow the academic year (September 1 – August 31) will be made a specified portion in excess of twelve months, which is normally two years.

**Permanency** - a permanent appointment is where the faculty member has demonstrated the following:

- consistently high achievement in teaching;
- consistently high achievement in service to First Nations' communities;
- consistently high achievement in service to the University community;
- consistently high achievement in research and scholarship useful to First Nations' communities;
- a promise of future contributions which will enhance the reputation of the University;
- potential to progress through the ranks; and,
- any other conditions specified in the original letter of offer.

## Policy

This policy applies to the hiring of academic staff.

First Nations University of Canada (FNUUniv) is committed to creating a quality and equitable work environment for all employees. This includes establishing effective processes for assessing candidates during the recruitment, selection and hiring process.

FNUUniv's recruitment, selection and hiring processes are designed to attract, place and promote the best qualified candidates to deliver on the University's vision. The processes included in this policy allow that reasonable and justifiable measures are taken in accordance with Section 48 of the *Saskatchewan Human Rights Act* to ensure consistent steps to eliminate, redress and prevent disadvantages in employment for Indigenous people and establish a workforce that is representative of the University's mission.

## Role and Responsibilities

### Vice President Academic

- recommends approval of the Department Head's request to recruit to the President;
- identifies members to serve on the Search Committee
- is responsible for presenting one candidate for recommendation to the President.

### Search Committee Members

- search committee members shall attend lectures, seminars and interviews presented by all candidates to ensure a fair evaluation of candidates.

### Search Committee Chair

- the Search Committee Chair is normally the Department Head of the hiring department but may be another individual named by the Vice President, Academic and works with Human Resources to draft the criteria and advertisement for the position, sources for advertising and development of screening criteria and interview questions;
- The Search Committee Chair is responsible for all aspects of the search including establishing expectations for participation for Search Committee Members and leading the committee to presenting one candidate for recommendation to the Vice President.

### Human Resources Department

- facilitates the process and provides support to the Search Committee Chair;
- maintains the integrity of the process by ensuring adherence to collective agreement requirements, FNUUniv policy and related legislative requirements.

## Consequences for Noncompliance

Noncompliance could result in the process being viewed as biased and non-transparent, and could erode the reputation of search committee members with their peers within the University community and could have a negative impact on how First Nations University of Canada viewed within the university community.

## Processes

1. When hiring academic staff there are three types of hiring choices: term, probationary (toward permanent appointment) or permanent. Appointments into a permanent appointment will only occur if the candidate has held another permanent (tenured) appointment at another post-secondary institution.
2. Department Heads will consult with the Vice President Academic on the specific and immediate challenges, such as departmental and strategic plans. The Vice President will seek authorization from the President to commence a staffing action.

The search committee shall consist of three faculty members elected from the permanent and/or probationary members of a department, one person from a corresponding department or faculty at the University of Regina, an Elder and a representative from the Human Resources department.

3. The search committee may establish a **search sub-committee** and assign it certain tasks associated with the search. For example, the search sub-committee may take primary responsibility for drafting the criteria and advertisement for the position, establishing the short list, making arrangements for the interview visits, hosting the candidates, or ranking the candidates. Because the search committee must vote on recommendations for appointments, members of the search committee must review and agree to the criteria and advertisement for the position and the short-list of candidates.
4. All recruitments should include a lecture, seminar or presentation by all of the short-listed candidates. All members of the Department are strongly encouraged to attend the lecture, seminar or presentation and to provide feedback to the Search Committee Chair. The Search Committee Chair will ensure this information is anonymous prior to sharing it with the Search Committee.
5. The search committee makes a recommendation for appointment to the Vice President, Academic.
6. Human Resources will complete reference checks on all candidates and report the results to the search committee and Vice President, Academic.
7. The Vice President, Academic will make a recommendation for appointment to the President.

8. Human Resources will develop the offer of employment from information provided by the Vice President, Academic including his/her recommendation for rank/salary at appointment. Any specific expectations of the candidates such as requirements to obtain or maintain professional licensure, to undertake or complete a graduate program prior to tenure should be described on the appointment forms.

## Related Information

- *Saskatchewan Human Rights Code* and other related employment legislation
- FNUUniv / URFA Faculty Collective Agreement
- University of Regina, Senate By-laws, Section X: Federation
- FNUUniv Recruitment Procedures