



Faculty of Science Job Search Plan Template: 2023-4

This document must be submitted with the draft advertisement attached to the Assistant Dean, HR, who will review it with the Associate Dean, Equity, Diversity and Inclusion.

Recruitment area or title of search _____

Department _____

Date submitted to Dean’s Office _____

Expected starting salary range _____

Expected Start up commitments _____

Our goal is to have a strategy in place for recruiting for this position that adheres to the Faculty of Science guidelines, hence maximizing the opportunity for considering candidates with diverse backgrounds while, at the same time, identifying outstanding candidates who will enhance the Department’s research and teaching missions.

1. Composition of the Search Committee

All search committee members are permitted to vote on committee matters and recommendations:

Please select YES or NO

If no, then who below cannot vote?

Member Name	Rank (If non-faculty member, indicate if supervisor is a search committee member)	Gender	IBPOC?
, chair			

Our EDI Point Person from the committee (in case of queries from the Dean’s Office or UBC) is:

NOTE: There must be no “TBA” in this section at submission time, to ensure certification for all members.



2. Scope of the search

We will place our advertisement in local, national and international online or print venues (samples – please edit as appropriate):

<p>Regional</p> <ul style="list-style-type: none"> ○ Department webpage ○ Faculty of Science webpage ○ UBC Careers ○ Work BC <p>National</p> <ul style="list-style-type: none"> ○ Canadian National Job Bank ○ University Affairs ○ SCWIST ○ Canadian Society of Zoologists ○ Black Canadian Scientist Network: https://www.blackscientists.ca <p>International</p> <ul style="list-style-type: none"> ○ Science – online ○ Nature – online ○ SACNAS 	<p>Discipline specific</p> <ul style="list-style-type: none"> ○ AGU: https://findajob.agu.org/jobs/ ○ AAG: https://jobs.aag.org/ ○ Society for Conservation Biology and subsidiaries that target different geographical regions (e.g. SCB Africa, SCB Asia, SCB LACA) <p>Social Media Channels</p> <ul style="list-style-type: none"> ○ http://www.AcademicKeys.com/ ○ http://www.higheredjobs.com/ ○ https://500queerscientists.com/ ○ https://www.ladyscience.com/ ○ #BlackinNature ○ @500womensci ○ @WOCinSTEMChat ○ @Lotus_STEMM ○ @LatinasinSTEM ○ @QueersInSTEM ○ @MinoritySTEM ○ @IWS_Network
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3. Creation of Diverse Applicant Pool

The above forums are open to everyone who has access to the internet, particularly members of underrepresented groups.

Our ad, posted on Academic Jobs Online/MathJobs, includes the mandatory UBC and Faculty of Science equity, diversity and inclusion recruitment statements.

We will also encourage all faculty members to actively recruit diverse and qualified applicants through their network of professional contacts and also through announcements at upcoming meetings they attend, and through social media.

These actions will be completed before the closing deadline.



4. Equity, Diversity and Inclusivity Considerations

The Associate Dean, Equity, Diversity and Inclusion, will provide yearly certification for the Search Committee members, on best recruitment practices and to provide guidance to ensure all qualified candidates are evaluated fairly.

This will take the form of a coordinated training across all searches.

As part of the application process, candidates will also be required to submit a statement, which will form part of the assessment. It will consist of 1 page and address their lived background experience (if comfortable), and their past experience and future plans regarding working with a diverse student body, and contributing to a culture of equity and inclusion.

The Search Committee will assess whether a Short List candidate is from an underrepresented group using FIPPA compliant methods, and report this assessment when submitting their Short List for review.

5. Search/assessment criteria

An Assessment Matrix will be developed based on the following criteria. (Samples that may vary per the position – please edit as appropriate):

- a) Research
 - i. Alignment of candidate’s research program with the goals of the Department or Research group
 - ii. Suitability of research area for interactions with department members
 - iii. Potential for an internationally competitive research program
 - iv. Peer-reviewed publications in top tier journals
 - v. Grant funding record (including scholarships)
- b) Teaching
 - i. Teaching experience or evidence of strong potential for and interest in teaching in the department
 - ii. Willingness and qualifications to teach one of the service courses in required research areas
- c) Engagement: skills and knowledge to engage productively with diverse communities (in particular diverse communities of graduate and undergraduate students)
- d) Collaboration: potential or demonstrated aptitude for collaborative, interdisciplinary work
- e) EDI commitment: ability of the candidate to demonstrate their commitment to EDI through for example, lived experience or prior work; exhibited in the EDI statement or other application materials, and in their interview.
- f) Leadership characteristics: could include community-engagement, leading research or conservation collaborations, work with external agencies, mentoring and outreach, scientific communication, policy work.

Evaluation form: Department members will be invited to use a common evaluation form for candidates, using the criteria above. Graduate students and postdocs will be polled for their feedback on each candidate and this information provided to the Search Committee.



6. Timeline (sample – please edit as needed)

- The Search Committee drafts the job ad using the FOS ad template, which is approved by the Department and the Dean’s Office. The job ad is posted (date TBD).
- The Search Committee receives EDI certification.
- The Search Committee reviews applications (date TBD).
- The Search Committee determines a Long List of approximately 10-15 candidates. References will be solicited if not already part of the application and be reviewed.
- This Long List will be provided to the Department for review (if Dept practice).
- The candidates on the Long List will be invited for short Zoom interviews, including a list of standardized questions (following UBC EDI norms), which will follow a standard format. These questions will be generated by the Search Committee AND provided to the candidates in advance, in order to be equitable and not favour those who think quickly over those who think deeply.
- The top 4 approx. 5 candidates per position will be chosen to form the Short List. The Short List with rationales including underrepresented group assessment, will be provided to the Department for review; and then to the Dean’s Office for review.
- Once approved by the Dean’s Office, the Short List candidates will be invited for in-person interviews. The invitation will offer confidential accommodations as stated in the job ad.

7. Interview

The Associate Dean, Equity, Diversity and Inclusion will meet with candidates, to provide them with an opportunity for a confidential discussion (e.g., spousal accommodation, childcare, etc.). The Department will coordinate with Kate Blackburn to schedule this **first** because of Dean’s Office interview volume.

Please now outline your standard interview format here.

8. Evaluation

The Department will use a common evaluation format for candidates, using the criteria above. The Search Committee will present their findings to the Department for discussion before the standing committee votes about proceeding with an offer.

The final ranking of candidates following the interviews will be provided by the Head to the Dean’s Office along with a rationale for the ranking, in soliciting approval to make an offer.