



## DEPARTMENT'S CHECKLIST for UBC Science Faculty Recruitment

### Dean's Office primary contact for:

- Questions regarding the process and necessary authorizations:  
Assistant Dean, Human Resources – Janie McCallum [mccallum@science.ubc.ca], 2-0220
- Employment Equity (EE) survey and data:  
Strategic Initiatives Manager – Carola Hibschi-Jetter [hibsch@science.ubc.ca]
- Committee certification and AD scheduling:  
Assistant to AD, Equity, Diversity & Inclusion – Kate Blackburn [blackburn@science.ubc.ca] 2-3336

### 1. Review of job search plan and advertisement — DEPARTMENT submits together to Janie:

- Completed job search plan using new FoS 2023 Job Search Plan template
- Completed draft advertisement using FoS 2023 Generic Job Ad template
- After receiving approval from *Janie*, enter ad as a position into WorkDay for UBC formal approvals
- Provide WorkDay position number to *Janie* for tracking purposes
- After Provost's Office approves position in WorkDay and once EE survey coordinated with *Carola* (see 3. below), OK to post

### 2. Search committee certification by AD Equity, Diversity and Inclusion

- DEPARTMENT contacts *Kate* to schedule certification session for all committee members at least a month prior to application deadline and before reviewing any applications; and provides preferred e-mail addresses and information whether session is needed for committee only or the entire department
- COMMITTEE identifies and addresses any member's potential conflicts with applicants, consulting with AD EDI and/or *Janie* if needed on conflict management plan
- COMMITTEE defines and finalizes search criteria before review of applications (includes assessment of how candidate contributes to equity, diversity and inclusion)
- COMMITTEE establishes plan for search process, privacy and documentation

### 3. Tracking of applicant pool and demographic survey

- Upon Provost's approval, DEPARTMENT forwards approved advertisement and link of posted ad to *Kate* and *Carola*
- Recruitments on Academic Jobs Online or MathJobs (AJO/MJ):
  - Carola* oversees survey administration on AJO/MJ
  - Carola* provides EE Act-related demographic summary of candidate pool to chair of search committee before and after explicit application closing date
  - Carola* provides Unqualified Candidates template to committee
  - DEPARTMENT submits completed spreadsheet including names of applicants who did not meet the minimum requirements stipulated in the job advertisement to [workshop@science.ubc.ca](mailto:workshop@science.ubc.ca)
- Recruitments not using AJO/MJ for application collection:
  - Demographic survey link (unique to search) received from *Carola* or *Kate*
  - DEPARTMENT provides survey link to each applicant *upon* receipt of application, using standard invitation message (provided by *Carola*)
  - Carola* provides EE Act-related demographic summary of candidate pool to chair of search committee shortly before and after explicit application closing date
  - DEPARTMENT sends total # applicants to [workshop@science.ubc.ca](mailto:workshop@science.ubc.ca)
  - Carola* provides Unqualified Candidates template to committee



- DEPARTMENT submits completed spreadsheet including names of applicants who did not meet the minimum requirements stipulated in the job advertisement **and** assessment of **each** unqualified applicant's gender and racialized status (and other EE status if available) through FIPPA-compliant approaches; send to [workshop@science.ubc.ca](mailto:workshop@science.ubc.ca)

**Note:** If DEPARTMENT does not provide completed spreadsheet of unqualified candidates, shortlist diversity will be benchmarked against the full candidate pool surveyed.

#### 4. Interview shortlist (minimum 5 candidates)

- Prior to finalizing or inviting candidates, DEPARTMENT sends draft interview shortlist with brief rationale and equity group (gender, racialized/BPoC, Indigenous, disability, 2SLGBTQ+) status assessed through FIPPA-compliant approaches for each candidate to *Janie* and *Kate* for review
- Once approval received from Janie, DEPARTMENT invites shortlisted candidates
- DEPARTMENT updates *Janie* and *Kate* of any withdrawals or proposed changes after approval

#### 5. Dean's Office meetings with the candidates

- DEPARTMENT contacts *Kate* to schedule interview appointments with AD with a minimum of 1-2 weeks lead time; allow for flexibility when arranging a time
- DEPARTMENT sends interviewees' preferred e-mail addresses, CVs and Diversity statement electronically to *Kate*
- DEPARTMENT reminds candidates this meeting is not part of the interview, but is an opportunity for a confidential discussion (e.g., spousal accommodation, childcare, etc.)

#### 6. Making the offer

- HEAD provides final assessment of the top candidate(s) and request to make offer with brief rationale to *Janie*
- Authorization received from *Janie* to initiate negotiations with that candidate
- HEAD consults with *Janie* regarding starting salary (if higher than the current baseline) and other terms
- Prior to sending to candidate, HEAD submits draft offer letter to *Janie* for review/authorization
- HEAD sends copy of signed letter to *Janie* for Dean's Office recruitment tracking

#### 7. Preparation for hire in advance of arrival

- DEPARTMENT reviews new hire financial commitment summary (excel document) provided by *Janie*
- DEPARTMENT emails hiring file documents to *Janie* for Dean's review, including:
  - Head's formal recommendation letter describing process, choice and vote
  - Reference letters
- DEPARTMENT enters hire into WorkDay shortly before start date and uploads non-confidential documents:
  - CV
  - Signed Years-in-Rank form
  - Signed offer letter
  - Work permit if applicable
- If hiring above Assistant Professor level, contact Svetlana Minchenko [[minchenko@science.ubc.ca](mailto:minchenko@science.ubc.ca)] for DACOPAT review several months ahead of start date; do not enter the hire into WorkDay until Presidential/SAC approval on rank and tenure received

**For further details, please see <https://science.ubc.ca/faculty/recruiting>.  
If any inconsistencies exist, then this CHECKLIST prevails.**