



Laurentian University
Université **Laurentienne**

Procedures for
HIRING
AND
INTERVIEWING
faculty

THE STEPS

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1. ADVERTISING A FACULTY POSITION

- The academic unit sends the proposed ad to their respective Dean;
- The Office of the Dean provides a draft ad to the Vice-Presidents, Academic/Director, Academic Staff Relations for approval;
- The Office of the Vice-Presidents, Academic/Director, Academic Staff Relations will prepare the multiple ad and number the ads;
- If possible, the ads will be viewed by the Chair/Director before sending to the advertisers;
- The Office of the Vice-Presidents, Academic/Director, Academic Staff Relations will be responsible for sending your ad to translation, should you be advertising a bilingual position (in the Library for example).
- The Office of the Vice-Presidents, Academic/Director, Academic Staff Relations is responsible for sending the ad to **University Affairs, CAUT Bulletin** and the **Laurentian University Web-Site**;

MUST HAVE STANDARD PHRASES

- Laurentian University is committed to equity in employment and encourages applications from all qualified applicants, including women, aboriginal peoples, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents;
- Laurentian University is a bilingual institution and an equal opportunity employer. It has a policy of passive bilingualism (English/French) as a condition of tenure;
- Information can be found at www.laurentian.ca;
- Candidates are advised to read the Collective Agreement at www.lufapul.ca;
- Subject to budgetary approval.

SAMPLE ADVERTISEMENT

(TITLE)

Ad #XX. (Information from the Dean regarding the position.)

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Laurentian University is committed to equity in employment and encourages applications from all qualified applicants, including women, aboriginal peoples, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents. Laurentian University is a bilingual institution and an equal opportunity employer. It has a policy of passive bilingualism (English/French) as a condition of tenure. Information can be found at www.laurentian.ca. Candidates are advised to read the Collective Agreement at www.lufapul.ca. This position is subject to budgetary approval. Applicants should send their full curriculum vitae, and the names of three references to: Dr. Harley d'Entremont, Vice-President Academic, Laurentian University, Sudbury, Ontario, P3E 2C6. Email: asr@laurentian.ca

2. APPLICATIONS

- All applications will be sent to the Office of the Vice-Presidents, Academic/Director, Academic Staff Relations;
- The Vice-Presidents, Academic/Director, Academic Staff Relations acknowledges receipt of the application;
- The Vice-Presidents, Academic/Director, Academic Staff Relations keep a copy of the letter of application and CV of each applicant;
- The office of the Vice-Presidents, Academic/Director, Academic Staff Relations will forward the applications to the appropriate Unit.

SAMPLE ACKNOWLEDGEMENT LETTER

DATE

Ad# XX

Nathalie Bianca Minor
935 Ramsey Lake Rd.
Sudbury, ON P3E 2 C6 CANADA
nminor@laurentian.ca

PERSONAL AND CONFIDENTIAL

Dear Nathalie Bianca Minor:

We acknowledge receipt of your recent job application requesting that you be hired as a faculty member at Laurentian University. Your application has been forwarded to the **Department/School**. As you can imagine, the process of faculty hiring is a somewhat long process. The interview stage is managed at the Unit level. Therefore, should the selection committee wish to meet with you, you will be contacted by representatives of the **Department/School**.

Notwithstanding the fact that both the Academic Unit and the Dean are primarily responsible for the selection process and the recommendation of the preferred candidate, please note that all official offers of employment and contract negotiations originate from the Vice-Presidents, Academic through the Office of Academic Staff Relations.

Thank you for your interest in Laurentian University. Please note that only candidates being asked for an interview will be contacted.

Yours truly,



Harley d'Entremont
Vice-President, Academic
(Francophone Affairs)
and Director, Academic Staff Relations

cc: Dean/Director of the Library
Department/School
Academic Staff Relations

3. UNIT SELECTION COMMITTEE

- The Unit Selection Committee should consist of at least three members of the academic unit, keeping in mind the language and gender balance;
- The mandate of the Unit Selection Committee is to prepare a **short list** of candidates and prepare **the interviews** while following strict guidelines;

4. THE SHORTLIST

- The Unit Selection Committee's responsibility is to review all applications and prepare a short list of candidates;
- The short list should comprise of up to 3 candidates for each position;
- The Unit Selection Committee should interview at least two, ideally three candidates if the candidates meet the requirements of the position;
- Record keeping of voting process as per Article 2.21 2a) of the 2005-2008 Collective Agreement.

5. INTERVIEW GUIDELINES

- The Unit Selection Committee is responsible for preparing a list of questions to be asked of all candidates;
- The Unit Selection Committee needs to be conscious of human rights regulation as it pertains to discrimination and privacy laws;
- The Unit Selection Committee is responsible for verifying the references given by the candidate;
- Prepare evaluation sheets, including criteria;
- A second interview could be required for tenure-track appointments.

INTERVIEW FORMAT

- The Unit Selection Committee could ask the candidates to prepare a 15 minute presentation on such subjects as:
 - Recent Research
 - A topic chosen by the Unit Selection Committee
 - Their teaching philosophy

MUST HAVE INTERVIEW QUESTIONS

- Research record
- Teaching experience
- Ask for availability to start;
- Ask for information regarding tenure and rank;
- Ask if we can contact current employer and past if not listed as references;
- Ask for status of Ph. D. as appropriate;

QUESTIONS TO STAY AWAY FROM

- Ethnicity
- Marital status (married or single)
- Family status (pregnant or adopting)
- Age
- Current immigration status
- Current salary
- Religion
- Political affiliation
- Social Insurance Number

EXPENSES RELATED TO THE INTERVIEW

- Try to find the most economical way of bringing the candidate to Sudbury;
- The Unit secretary is responsible to process travel expenses and reimbursements;
- The Vice-Presidents, Academic approves the reimbursements;

6. THE UNIT RECOMMENDATION TO THE DEAN

The Unit Selection Committee makes a recommendation to the Dean in writing and includes the:

- The candidate's CV and application;
- A letter signed by the Chair/Director;
- Minutes of Selection Committee meetings as per Article 2.21.2a) of the 2005-2008 Collective Agreement;
- The Employment Equity Data Sheet;
- The advertisement;
- Three letters of reference (minimum);
- E-mail address of candidate if not on CV.

7. THE DEAN RECOMMENDATION TO THE VICE-PRESIDENT, ACADEMIC

The Dean will provide a complete package of the unit submission recommendations to the Vice-President, Academic/Director, Academic Staff Relations, as well the Dean/Director of the Library will prepare a recommendation that addresses:

- Rank
- Years of Experience (both teaching and other related)
- Moving expenses
- Start-up funds
- Start and end dates
- Type of contract (i.e.: LT, IP or FP)
- Any other concerns and /or relevant information
- A Faculty Staffing Requisition (required)

8. THE VICE-PRESIDENT, ACADEMIC - CONTRACT

The Vice-President, Academic will take into consideration the Dean's recommendation and the roster of applications and will issue a contract to the preferred candidate;

The candidate has approximately one week to two weeks to respond to the Vice-President, Academic's offer;

The candidate may choose to negotiate with the Vice-Presidents, Academic (this may delay the process);

Once the contract is signed by the candidate, copies are sent to:

- Finance
- Human Resources
- Institutional Research
- LUFA
- Payroll
- Research, Development and Creativity
- The Chair/Director
- The Dean

