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**Parent Policy: [Recruitment Policy](#)**

## Academic Selection Procedure

<b>Office of Administrative Responsibility:</b>	Human Resource Services and Faculty Relations
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with this university policy/procedure extends to all Academic Staff, Administrators and Colleagues; as outlined and defined in Recruitment Policy (Appendix A).

### Overview

The University of Alberta ("University") is committed to appointing the best-qualified candidates for its employment opportunities and aspires to achieve an **equitable, diverse and inclusive** community of **employees** consistent with the mission set out in *its Strategic Plan for Equity, Diversity and Inclusivity* ("EDI Strategic Plan"). By adopting EDI principles and practices into its academic staff selection process, the University hopes to achieve diversity in the workplace and correct employment disadvantages experienced by **persons historically under-represented at the University**. These principles and practices are designed to ensure that access to the University's employment opportunities is equitable and inclusive by removing employment-related barriers, particularly those based on **protected grounds**. This will require periodic assessment of demographic, intellectual, and other aspects of diversity when contemplating a search.

### Purpose

The purpose of this procedure is to enable open, transparent, and equitable processes in the selection of all employees defined under *Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff* and address matters such as:

- Advertisements and applications
- Matters related to advisory selection committees and other persons involved in the appointments
- The procedures for advisory selection committees, and
- The composition of advisory selection committees.

## **PROCEDURE**

### 1. APPLICATIONS

- a. Any advertisement will describe the required qualifications, skills, abilities, competencies and credentials in an objective, equitable and inclusive way so as to attract applications from persons historically under-represented at the University.
- b. Personal information is collected in accordance with the provisions of the Freedom of Information and Protection of Privacy Act (FOIPP).
- c. Verification of qualifications, interviews and reference checks will include only those inquiries necessary to determine an applicant's eligibility and suitability.
- d. Any costs associated with the collection of required information are the responsibility of the applicant.
- e. Candidates must complete and sign a Consent for Collection and Verification of Information Form before references can be contacted or information verified. The Selection Panel must consider whether all reasonable efforts have been made to attract applications from persons historically under-represented and empower the panel to extend the deadline for submitting and receiving applications.

## 2. ADVISORY SELECTION COMMITTEES

- a. Advisory Selection Committees are required for the selection of Academic staff in continuing appointments, subject to the exceptions as outlined below. The role of all selection committees is to advise the authorized appointing officer on selection.
  - b. The Committee should consider whether its overall composition includes persons historically under-represented or whether additional panel members are needed to address its diversity.
  - c. Committee members are responsible for familiarizing themselves with the principles of equity, diversity and inclusivity concepts of bias awareness as well as the obligations under applicable University policies, such as the *Discrimination, Harassment and Duty to Accommodate Policy*, the University's *Employment Equity Statement* and the EDI Strategic Plan all as may be amended from time to time.
  - d. All Committee members shall complete conflict of interest declarations, and any identified **conflict** of interest must be managed in accord with University's Conflict Policy and its associated procedures. The Committee chair should
    - ensure the Committee documents practices for ensuring the equitable assessment of candidates
    - employs equitable and inclusive indicators for determining the best-qualified candidate
    - ensure that Committee evaluations are supported by evidence and that each candidate's strengths and weaknesses are evaluated equitably and consistently.
- a. Academic Faculty Members
- i. Academic Faculty Members will be appointed by the Dean who is the authorized appointing officer on the advice of an Advisory Selection Committee. Exceptions to this procedure are outlined in 2.a (iv).
  - ii. Each academic department will have Advisory Selection Committee(s) for the appointment of Academic Faculty Members. The duty of an Advisory Selection Committee is to provide advice to the Dean.
  - iii. Advisory Selection Committees cannot be waived for appointments with tenure.
  - iv. Advisory Selection Committees may be waived for tenure track appointments:
    1. for Associate Professors on probation by the Provost on the recommendation of the Dean; and
    2. for Assistant Professors by the Dean.
  - v. If an Academic Faculty member is being selected primarily for a position outside a Faculty (e.g. an administrative appointment), the Academic Faculty member must have a joint appointment with a Faculty for the purposes of making decisions regarding tenure and promotion. The Advisory Selection Committee for the administrative position will provide the Faculty Advisory Selection Committee with the qualifications of the candidate. The Faculty Advisory Selection Committee will advise the Dean on the appointment to the Faculty. When a Dean accepts a joint appointment to their Faculty, the Advisory Selection Committee can continue with the administrative appointment selection procedure.
  - vi. The Dean shall be responsible for ensuring that recruitment and decision-making processes are equitable, appropriately documented, and contribute to an equitable, diverse and inclusive community of employees.
- b. LIBRARIAN
- i. Librarians will be appointed by the Vice Provost and Chief Librarian who is the authorized appointing officer. The Vice-Provost and Chief Librarian shall be responsible for ensuring that recruitment and decision-making processes are equitable, appropriately documented, and contribute to an equitable, diverse and inclusive community of employees.
  - ii. An Advisory Selection Committee must be used in the appointment of all Librarians hired under the Board/AASUA Collective Agreement, Schedule C for Librarians.
  - iii. The duty of the Advisory Selection Committee is to provide advice to the Vice-Provost and Chief

Librarian on the selection of a Librarian.

- iv. Upon the request of the Vice-Provost and Chief Librarian and following consultation with the AASUA, the Provost and Vice-President (Academic) may waive the use of an Advisory Selection Committee.

**c. FACULTY SERVICE OFFICER**

- i. Faculty Service Officers will be appointed by the Dean, who is the authorized appointing officer on the advice of the Advisory Selection Committee. The Dean shall be responsible for ensuring that recruitment and decision-making processes are equitable, appropriately documented, and contribute to an equitable, diverse and inclusive community of employees.
- ii. Unless otherwise determined by the Faculty Council, each Faculty will have an Advisory Selection Committee for the appointment of Faculty Service Officers.
- iii. The duty of the Advisory Selection Committee is to provide recommendations to the Dean on the appointment of Faculty Service Officers.
- iv. If a Faculty Service Officer is being selected for an administrative position outside a Faculty, the Faculty Service Officer must have a joint appointment with a Faculty for the purposes of making decisions regarding promotion and the awarding of a continuing appointment. The Selection Committee for the administrative position will provide the Faculty Advisory Selection Committee with the qualifications of the candidate. The Faculty Advisory Selection Committee will advise the Dean on the appointment of the Faculty Service Officer to a position within the Faculty. When a Dean accepts the recommendation, the selection committee can continue with the administrative appointment selection procedure.

**d. ADMINISTRATIVE AND PROFESSIONAL OFFICERS**

- i. Administrative and Professional Officers will be appointed by the appropriate Vice-President who is the authorized appointing officer on the advice of an Advisory Selection Committee. The appropriate Vice-President will be responsible for ensuring that recruitment and decision-making processes are equitable, appropriately documented, and contribute to an equitable, diverse and inclusive community of employees.
- ii. An Advisory Selection Committee must be used in the appointment of all Administrative Professional Officers hired under the Board/AASUA Collective Agreement Schedule F for Administrative Professional Officers.
- iii. The duty of the Advisory Selection Committee is to provide advice to the Vice-President on the appointment of Administrative Professional Officers.
- iv. The use of an Advisory Selection Committee may be waived by the Provost upon the request of the Vice-President.
- v. Qualified candidates for an Administrative Professional Officer position currently employed by the University should be given full consideration for vacant positions.

**e. TEMPORARY APPOINTMENTS**

- i. Selection procedures for the appointment of Academic Staff in temporary appointments will be at the discretion of the authorized appointing officer, as defined in the applicable Schedule of the Board/AASUA Collective Agreement. It is highly encouraged that the appointing officer uses an Advisory Selection Committee to provide advice on the appointment. The authorized appointing officer shall be responsible for ensuring that recruitment and decision-making processes are equitable, transparent, appropriately documented, and contribute to an equitable, diverse and inclusive community of employees.

**3. PROCEDURES FOLLOWED BY ADVISORY SELECTION COMMITTEES**

- a. Internal procedures for Advisory Selection Committees for Academic Faculty Members and Faculty Service Officers will be established by the appropriate Faculty Council.
- b. In assessing candidates for Academic Faculty member and Faculty Service Officer appointments, Deans will direct all Advisory Selection Committees to establish methods to examine and assess a candidate's teaching experience and teaching potential appropriate to the duties of the position and the specific requirements of the discipline.
- c. Internal procedures for Advisory Selection Committees for Librarians will be established by the Library Council.
- d. Internal procedures for Advisory Selection Committees for APOs and, if used, for Academic Staff in Temporary Appointments, will be established by the authorized appointing officer or delegate.
- e. Internal procedures established under this Procedure should in general require that advisory selection committees adopt, document, and base evaluations upon explicit criteria that are consistent with the advertised position requirements. Committees should also in all cases explicitly address any career path pathways or interruptions as they might affect assessment of the candidates.

**4. COMPOSITION OF ADVISORY SELECTION COMMITTEES****A. ACADEMIC FACULTY MEMBERS and FACULTY SERVICE OFFICERS**

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 in writing.

- a. Composition of Advisory Selection Committee for Academic Faculty appointments to departmentalized Faculties.
  - i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean or other delegate of the Dean), determined in consultation with the Department Chair;
  - ii. The Department Chair or delegate;
  - iii. One or more full-time Academic Faculty Members from within the Department (including joint appointments) who are to be selected according to procedures approved by the Faculty Council;
  - iv. One or more full-time Academic Faculty Members from outside the Department who are selected by and according to procedures approved by the Faculty Council; and
  - v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee where the members consider such representation appropriate. The Advisory Selection Committee will be responsible for determining what is meant by a "relevant professional body". The Chair of the Advisory Selection Committee will be responsible for informing the Provost of the name and affiliation of any representative added to the Advisory Selection Committee under this section.
- b. Composition of Advisory Selection Committee for Academic Faculty appointments to non-departmentalized Faculties
  - i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean, or other delegate of the Dean);
  - ii. The head of the Appropriate Division or Unit of the Faculty, where appropriate;
  - iii. One or more full-time Academic Faculty Members from within the Faculty (including joint appointments) selected by and according to the procedures approved by the Faculty Council;
  - iv. One or two full-time Academic Faculty Members from outside of the Faculty selected by and

according to the procedures approved by the Faculty Council; and

- v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee where the members consider such representation appropriate. The Advisory Selection Committee will be responsible for determining what is meant by a “relevant professional body”. The Chair of the Advisory Selection Committee will be responsible for informing the Provost, of the name and affiliation of any representative added to the Advisory Selection Committee under this section.

- c. Composition of the Advisory Selection Committee for the appointment of Named Research/Teaching Chairs.

Prior to the commencement of the selection process, the Faculty will ensure that the Provost has been advised (in writing) of any changes in the composition of the Advisory Selection Committee.

- d. Composition of the Advisory Selection Committee for the appointment of Faculty Service Officers
  - i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean or other delegate of the Dean);
  - ii. The Department Chair, if any; and
  - iii. Such other members as the Dean and Department Chair, if any, may consider necessary.

#### B. LIBRARIANS

- a. The Administrative Librarian responsible for human resources, as Chair;
- b. The supervisor;
- c. One staff member from the unit involved selected by the Chair;
- d. One staff member of the Library, selected according to procedures approved by the Library Council; and
- e. Other persons as deemed necessary by the Vice-Provost and Chief Librarian following consultation with the Committee.

#### C. ADMINISTRATIVE PROFESSIONAL OFFICERS

- a. The composition of the Advisory Selection Committee will be at the discretion of the authorized appointing officer or delegate, and will normally consist of at least three individuals.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲ Top\]](#)

<b>Equity/Equitable</b>	In the context of this policy, equity is about fair access to employment and the opportunity to succeed in this domain. Employment equity principles, policies, and practices promote [or facilitate] access, representation, opportunities, and meaningful participation of persons historically under-represented.
<b>Diversity</b>	In the context of this policy, diversity refers to the demographic and identity difference and-variety within the University’s workforce, including that based on the protected grounds. More broadly, within the University, diversity also encompasses difference or variety in education, ideas, perspectives, opinions, heuristics, disciplines, methodologies, epistemologies, faculties, skills, and learning opportunities.
<b>Inclusion/Inclusivity</b>	In the context of this policy, inclusion is a principle and practice that

	values and cultivates the full and meaningful participation and representation of persons historically under-represented in the University's workforce.
<b>Employee(s)</b>	A person employed by the University and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i> .
<b>Persons historically under-represented</b>	Women, Indigenous persons (First Nations, Métis, Inuit), members of visible minority groups, persons with disabilities, persons who identify with under-represented sexual orientations, gender identity or expression.
<b>Senior Administrators</b>	President, Vice-Presidents, Deputy Provost, Associate Vice-Presidents, Vice-Provosts, Deans, Directors and Chairs.
<b>Protected Grounds</b>	Refers to those grounds set out and defined in the <i>Alberta Human Rights Act</i> and in the University's <i>Discrimination, Harassment and Duty to Accommodate Policy (UAPPOL)</i> which are: race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientations or political beliefs.
<b>University Employment Equity Statement</b>	"The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientations or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply."
<b>Conflict</b>	Conflict of interest, conflict of commitment, or institutional conflict as defined in the University of Alberta <i>Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict Policy</i> .
<b>Student</b>	"Student" means any student enrolled at the University of Alberta, either full-time or part-time. The term "student" may be preceded by "undergraduate" or "graduate" or "full-time" for clarification.
<b>Person</b>	"Person" means any individual selected or elected by the particular group or body referred to and may include faculty members, students, other employees of the University, or persons who are neither students nor employees of the University.
<b>Faculty Member</b>	"Faculty Member" means a full-time faculty member (from Category A1.1 or A1.6) who is employed at the University under the terms and conditions of the Board/AASUA Agreement, Schedule A – Academic Faculty Members.
<b>Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary</b>	See <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff</i> (categories A1.0 to A3.4 and D1).

**Joint Appointment**

Academic Staff under Categories A, B or C of the *Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff* who are appointed to more than one University department with a designated home department within the University.

**FORMS**

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[Consent for Collection and Verification of Information Form](#) (University of Alberta)

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[Equity, Diversity, and Inclusion: Best Practices in Faculty Recruitment and Hiring](#) (University of Alberta)