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Recruitment and Selection of Employees Policy "Recruitment Policy"

Office of Accountability:	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Vice-Provost & Associate Vice-President (Human Resources) and Faculty Relations, Office of the Provost & Vice-President (Academic)
Approver:	General Faculties Council & Board of Governors
Scope:	Compliance with University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories).

Overview

To sustain its high quality workforce, the University of Alberta ("University") is committed to hiring 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") and Institutional Strategic Plan *For the Public Good*. The University seeks to be a leader in equity, diversity and inclusivity in recruitment.

The University will actively encourage the recruitment of **persons historically under-represented** at the University - including women, Indigenous persons, members of visible minority groups, persons with disabilities and persons who identify with under-represented sexual orientations, gender identity or expression. Achieving the University's goals of an equitable, diverse, inclusive and high-quality workforce, requires the conscious adoption of principles and practices in its recruitment processes including its processes related to the composition of selection and review committees. 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. Committees must consider any diversity-related issues that exist with respect to the relevant employee group and must consider what steps it may reasonably take to address those issues.

By adopting EDI principles and practices, the University hopes to achieve equity in the workplace and correct employment disadvantages experienced by persons historically underrepresented at the University.

Purpose

The purpose of this policy is to set out the principles and practices that apply to

- recruitment decisions and processes, and
- candidates for employment

in order to recruit an equitable, diverse, inclusive and high-quality workforce. Doing so will contribute to the University's mission, achieve equality in the workplace, correct employment disadvantages experienced by persons historically underrepresented at the University, and advance excellence, innovation, creativity and engagement for the public good.

POLICY

1. RECRUITMENT PRINCIPLES

a. Each recruitment process will be viewed as an opportunity to move towards a more equitable, diverse and inclusive community of high-quality employees. In all recruitment processes, the job posting will describe the required qualifications in an objective, equitable, and inclusive way.

b. Decisions will be governed by federal and provincial law and legislation, in accordance with the terms and conditions set out in our collective agreements and staff handbooks, University policy, the *Discrimination, Harassment and Duty to Accommodate Policy*, and the EDI Strategic Plan all as may be amended from time to time.

c. Recruitment and decision-making processes will be structured to promote the equitable assessment of candidates. They will reflect a commitment to removing employment-related barriers, especially those experienced by persons historically under-represented.

d. Equity, diversity and inclusivity should factor into the choice of selection committee members themselves as well as the short-listed candidates. Specifically, committees and candidate pools should, to the extent possible, include persons historically under-represented in the discipline, field, and/or employment or job category of focus.

e. Where candidates are determined to be similarly qualified for a position, the final hiring decision will favour the selection of person(s) historically under-represented at the University, especially in the discipline, field and/or employment or job category of focus. This shall be done in accordance with the terms and conditions of the collective agreements.

f. **Senior administrators** are responsible for ensuring that recruitment and decision-making processes within their respective areas of accountability are equitable, appropriately documented, and contribute to an equitable, diverse and inclusive community of employees.

2. PRINCIPLES REGARDING CANDIDATES FOR EMPLOYMENT

a. All qualified individuals may apply for an employment position at the University including University employees, students and alumni. The University actively encourages persons historically under-represented at the University to apply by, for example, advertising in media accessed by those groups.

b. **Foreign nationals** may apply for employment positions. The appointment of a foreign national to the position is, however, subject to applicable federal and provincial laws and legislation.

c. The employment of **children** is subject to applicable provincial laws and legislation.

d. The University's Conflict Policy and Managing Conflict of Interest in Employment Procedure applies to the recruitment and employment of persons with the University. Family members or associated individuals may apply for employment positions but the related employee will not be included in the recruitment process or hiring decision. At the same time, family members or associated individuals should receive full consideration for University positions for which they are qualified.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. **[▲Top]**	
Equity/Equitable	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.
Diversity	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.

Inclusion/Inclusivity	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.
Employee(s)	A person employed by the University and defined under *Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff* or *Recruitment Policy (Appendix B) Definition and Categories of Support Staff.*
Persons historically under-represented	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.
Protected Grounds	Refers to those grounds set out and defined in the *Alberta Human Rights Act* and in the University's *Discrimination, Harassment and Duty to Accommodate Policy* (UAPPOL) 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.
Senior Administrators	President, Vice-Presidents, Deputy Provost, Associate Vice-Presidents, Vice-Provosts, Deans, Directors and Chairs.
Foreign National	Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements).
Children	Persons under the age of 16 as defined in s.65(1) of the Employment Standards Code.
Conflict	Conflict of interest, conflict of commitment, or institutional conflict as defined in the University of Alberta Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict Policy.
Family Member	Includes a current employee's spouse or adult interdependent partner or another individual to whom the person is related by blood, marriage, or adoption.
Associated Individuals	An individual whose employment by a staff member would have the appearance of being a conflict of interest. This includes consensual personal relationships and business relationships.

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. **[▲Top]**

Alberta Human Rights Act (Government of Alberta)

Conflict Policy – Conflict of Interest and Commitment, and Institutional Conflict (UAPPOL)

Discrimination, Harassment and Duty to Accommodate Policy (UAPPOL)

Employment Standards Code (Government of Alberta)

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

Ethical Conduct and Safe Disclosure Policy (UAPPOL)

Human Resources and Skills Development (Government of Canada)

Immigration and Refugee Protection Act (Department of Justice)

Post-Secondary Learning Act (Government of Alberta)

Public Service Employee Relations Act (Government of Alberta)

University of Alberta's Strategic Plan for Equity, Diversity and Inclusivity (University of Alberta)

PUBLISHED PROCEDURES OF THIS POLICY

Academic Selection Procedure

Academic Staff Posting and Advertising Procedure

Acting and Interim Senior Administration Appointment Procedure

Department Chairs Review Procedure

Department Chairs Selection Procedure

Determination of a Worker's Status Procedure

Faculty Deans Review Procedure

Faculty Deans Selection Procedure

Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties

Moving and Relocation Expenses Procedure

Presidential Review Procedure

Presidential Search Procedure

Presidential Search and Review Procedures (Appendix A): Committees for President Position Definitions and Eligibility

Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff

Recruitment Policy (Appendix B) Definition and Categories of Support Staff

Selection of Department Chairs Procedure (Appendix A): Roles and Responsibilities

Support Staff Posting and Advertising Procedure

Support Staff Selection Procedure

Vice-Presidential Review Procedure

Vice-Presidential Search Procedure

[Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility](#)