



UNIVERSITY OF MANITOBA POLICY

Policy:	ACADEMIC APPOINTMENTS
Effective Date:	July 5, 1977
Revised Date:	March 24, 1994
Review Date:	
Approving Body:	Board of Governors
Authority:	
Responsible Executive Officer:	
Delegate: (If applicable)	
Contact:	Vice-President (Academic) and Provost
Application:	Academic Staff

APPOINTMENT OF ACADEMIC STAFF

I. General Provisions

1. The primary objective in appointing academic staff is to provide the best possible educational programs for a diverse student body and to ensure the highest standards of achievement in research, scholarship, and creativity.
2. Except when it is clearly to the disadvantage of the University and its programs, those defined as Canadian at the time of application for a University position shall be hired in preference to those defined as non-Canadian.

For the purpose of this policy, a Canadian is a person who:

- a) holds Canadian citizenship, or
- b) holds permanent resident status, or
- c) is in possession of a valid immigration document indicating that the holder is an applicant for permanent status (landing) from within Canada.

A non-Canadian is a person who is not a Canadian.

3. In furtherance of the University's commitment to Employment Equity, where an under-representation of women, men, members of visible minorities, aboriginal peoples or persons with disabilities (the determination of the under-representation of these designated groups shall not be inconsistent with the University's Employment Equity Program as approved on 13 February 1990) exists in the composition of a department or School, or Faculty where there are no departments, the unit shall, subject to the primary objective in 1. above, undertake to hire a member of an under-represented group. In cases where a department has at least ten academic staff members of one gender and none of the other holding probationary appointments or appointments with tenure, the next available probationary or tenured position in the department as approved by the Vice-President (Academic) and Provost shall, if possible, be filled by hiring a qualified applicant of the gender not represented in the department.
4. To the extent that this policy is inconsistent with the provisions of a collective agreement, the collective agreement prevails as it pertains to the members of the relevant bargaining unit.

II. Appointment of Academic Staff to Tenured, Probationary, Continuing Positions, and Full-Time Term Positions of 24 Months or More

Authorization to Fill Position

1. Authorization must be obtained from the Vice-President (Academic) and Provost as a first step before initiating the search procedures for a probationary, tenured, continuing or term appointment of 24 months or more (excluding appointments for lecturers). A "Request to Fill Full-Time Academic Positions" form shall be forwarded to the Vice-President (Academic) and Provost.
2. In considering requests of Deans and Directors, the Vice-President (Academic) and Provost will take into account a combination of such factors as: future academic needs and flexibility, recent and prospective changes in enrolment, staffing priorities, prospective resignations and retirements, prior commitments, special circumstances brought to his/her attention by the Dean/Director, existing term or contingent appointments, the University's employment equity objectives and any special measures that will be undertaken to attract applicants from under-represented groups.

Search Procedures

1. The following procedures apply to appointments to all tenured, probationary and continuing positions and full-time term appointments of 24 months or more (excluding research associates, post-doctoral fellows and leave replacements). Cases that are in any way doubtful should be discussed with the Vice-President (Academic) and Provost.

2. All positions which are approved will require an external search except in extraordinary circumstances. The Vice-President (Academic) and Provost may approve an internal search in the case of offering a probationary position to a current staff member only if the member is highly qualified for the position and the conditions found in II (Authorization to Fill Position, paragraph 2) including the University's employment equity objectives are met.

Participation in the Search

1. Faculties and Schools shall establish procedures for the search for and selection of academic staff. A reasonable number of faculty members of the department shall participate in an advisory role to the Dean/Director in the search and selection process. Normally this process will include the establishment of a search committee.
2. Units shall have at least two faculty members of each gender on each search committee wherever possible, although there shall always be at least one person of each gender on each committee. The gender representation may be drawn from a department other than the hiring department. This shall be exclusive of any student participation. In addition, units are encouraged to include members of the other under-represented groups on search committees whenever possible.

Responsibilities of Members of Search Committees

1. Members of search committees and others involved in the hiring process shall familiarize themselves with all relevant University policies (including the following policies: Term of Appointment and Tenure; Hiring Non-Canadians; Employment Equity; Nepotism). Members of search committees and others involved in the hiring process shall comply with any applicable collective agreement, University policies and legislation.
2. Chairs of search committees shall be trained in all relevant University policies and procedures for searches including employment equity procedures. The training, duties and responsibilities of chairs of search committees shall include but not be limited to advising the search committees on: the University's Employment Equity Policy, procedures by which conformity with the policy can be ensured, and protocol and expectations with respect to such matters as confidentiality. It is the University's responsibility to provide expertise and assistance to chairs of search committees in fulfilling these duties (refer to the Checklist for Equity in Academic Recruitment).
3. In the evaluation of candidates for appointment, search committees shall take into account career interruptions or delays caused by, for example, family responsibilities or other special needs. Such interruptions or delays per se shall not disadvantage a candidate.

4. In letters of acknowledgement of receipt of applications, chairs of search committees shall send applicants a voluntary self-declaration questionnaire to be returned to the Employment Equity Officer. The self-declarations shall be used only by the Employment Equity Officer and only for applicant tracking, unless the applicant(s) request the Employment Equity Officer to advise the search committee of their self-declaration. Should applicant(s) so request, the Employment Equity Officer shall forward all such self-declarations to the chair of the search committee prior to the closing date for receipt of applications or within two working days after receipt of the declaration(s), whichever is later.

Advertising

1. Advertising of positions approved for external search shall include notice of vacancy in at least one issue of University Affairs, in at least one issue of the CAUT Bulletin, and, if appropriate, at least once in a Canadian discipline or professional society or association journal. The notice of vacancy shall also be listed in the University of Manitoba Bulletin. In exceptional circumstances, a departure from this procedure may be authorized by the Vice-President (Academic) and Provost as noted in Search Procedures, paragraph 2. Units are strongly encouraged to advertise in specialty publications and professional newsletters of interest to under-represented groups.
2. All advertisements for any one position should be worded as similarly as possible in all publications. Advertisements should include the following: the type of appointment; rank; minimum qualifications (including degree and experience) required to carry out the duties and responsibilities of the position (including teaching at undergraduate or postgraduate level; research); the normal salary range, where applicable, of the rank advertised; approved wording on employment equity and a smoke-free environment; and wording as required by Human Resources Development Canada. Other wording may be required as directed from time to time by the Vice-President (Academic) and Provost. When there are statements of preferences or priorities, these must be included in all advertisements for the same position.
3. All advertisements must include the following approved wording: "The University of Manitoba encourages applications from qualified women and men, including members of visible minorities, aboriginal peoples, and persons with disabilities. The University offers a smoke free work environment, save for specially designated areas. This advertisement is directed to Canadian citizens and permanent residents." This wording may change from time to time due to Human Resources Development Canada Regulations.
4. All advertisements shall state clearly the areas of competence and requirements of the position, as defined by program needs, in such a way as to attract the widest possible pool of qualified applicants.

5. In addition to the public advertisements, the unit or search committee shall, as part of the search procedures:
 - a) contact all appropriate Canadian university departments and research organizations to request that they draw the advertisement to the attention of postgraduate students nearing completion of their postgraduate programs, recent graduates, and postdoctoral fellows;
 - b) consult with informed men and women of the respective department and of the discipline across Canada in order to identify suitable prospective applicants, particularly those who are members of the under-represented groups;
 - c) inform such prospective applicants by letter of the vacant position(s).

Interviews

1. All applicants who appear to meet the qualifications (as stated) shall be identified and ranked. The search committee shall select candidates for interviews from among the best qualified applicants. The search committee shall use only bona fide, position-related criteria for ranking, interviewing and assessing candidates, and shall be consistent in its application of these criteria.
2. The search committee shall interview the highest-ranked Canadian who meets the qualifications as stated (as defined above). In exceptional circumstances, a departure from this procedure may be authorized by the Vice-President (Academic) and Provost.
3. In selecting candidates for interviews, the search committee shall recognize the objectives of employment equity. Where the designated group status of candidates is known, the committee shall interview at least the best-ranking candidate of an under-represented group (including men where appropriate) who is qualified for the position. The search committee shall be informed of the designated group status of individual candidates by those candidates who provide this information voluntarily either when applying for the position or following completion of a self-declaration questionnaire.
4. The committee shall recognize career interruptions or delays because of family responsibilities as well as non-traditional career paths as having the potential of being a reasonable equivalent to more commonly followed career paths. Examples of non-traditional career paths include but are not restricted to non-traditional educational paths, relevant salaried or volunteer experience.

Recommendations for Appointment

1. After the search is completed, the recommendations regarding the appointment shall be forwarded to the Dean/Director. The chair of the search committee shall provide the Dean/ Director with all information involved in the search process, and the Dean/Director shall provide this information together with

- his/her recommendation to the Vice-President (Academic) and Provost. In accordance with Policy Hiring Non-Canadians, the candidate recommended should be the best qualified Canadian (as defined) who meets the stated requirements unless a non-Canadian candidate holds clearly superior qualifications. When forwarding the recommendation, the chair of the search committee shall attach the completed "Summary of Search Procedures for Appointment of Full-Time Academic Staff and Senior Academic Administrative Staff" form and relevant documentation.
2. If the recommended candidate is a non-Canadian (as defined), the Curricula Vitae of both that person and the best qualified Canadian candidate shall be forwarded with the recommendation of the search committee. The case for the appointment of a non-Canadian shall be explained in detail.
 3. In cases in which the recommended candidate is not a member of an under-represented group, and there are qualified candidates belonging to one or more of the under-represented groups, the Curricula Vitae of both the recommended candidate and the best qualified candidate who is a member of an under-represented group shall be forwarded with the recommendation. The case for the appointment of a candidate who is not a member of an under-represented group shall be explained in detail.
 4. When, in the opinion of the Dean/Director or the Vice-President (Academic) and Provost, two or more candidates have not been shown to be significantly different in terms of being qualified for the position and one or more are members of a group under-represented in the unit, the recommended candidate shall be a member of an under-represented group.
 5. The Vice-President (Academic) and Provost shall advise the Dean/Director whether or not an offer may be made to the recommended candidate. This advice will be given within five working days of the request being received in the Office of the President.

Appointment

1. Following receipt of approval from the Vice-President (Academic) and Provost, the Dean/ Director may proceed with an offer of appointment to the approved candidate. Any offer shall be made on the understanding that the appointment is subject to the approval of the Board of Governors and, where legally required, Human Resources Development Canada and Immigration Canada. The Dean/Director shall ensure that the type of appointment, the duration of appointment, the rank and salary, duties, other negotiated arrangements, and any other terms and conditions pertaining to the appointment are clearly set out in all offers of appointment. Before a removal allowance in excess of the normal rate is offered, approval to do so must be requested and received from the Vice-President (Administration). Any special conditions or circumstances pertaining to the offer must be included in the letter of offer.

2. A President's #1 Form recommending a tenured, probationary, or continuing appointment, or a term appointment of 24 months or more, must be accompanied by the letter of offer accepted by the candidate and a full description of the search process including reasons why a Canadian or a member of an under-represented group has not been recommended (if that is, in fact, the case) with the "Summary of Search Procedures for Appointment of Academic and Senior Administrative Staff" form.

III. Appointments to Full-Time Sessional Positions, Term Positions of less than 24 Months, Contingent Appointments and Research Associates

In general, procedures similar to the above should be followed, except that:

Authorization to Fill Position

1. Assuming that adequate financial resources are available, no prior authorization is required.

Participation in the Search

1. Selection of staff in the above named categories not covered by collective agreements shall normally be carried out by a committee of at least two full-time tenured academic staff. In extraordinary circumstances when a selection is by an individual rather than by a committee, the individual responsible for recommending the appointment must take into account the University's employment equity objectives and justify to the Dean/Director why the selection was not by committee.

Advertising

1. Positions in the above named categories shall be advertised whenever possible or as required under the relevant collective agreement. For full-time sessional, contingent, term appointments of less than 24 months, or leave replacement appointments, application for waiver of normal advertising should be made to the Vice-President (Academic) and Provost. Normally, Employment Authorization cannot be obtained for a non-Canadian if there has been no advertising.

Appointment

1. The simplified version of the "Summary of Search Procedures for Appointment of Academic and Senior Administrative Staff" form shall be completed and forwarded to the Dean/Director.
2. The President's #1 Form need only be accompanied by a letter of offer accepted by the candidate.

These policies and procedures will apply to all appointments recommended to the Board of Governors after 1 September 1994.

N.B. Request to Fill Full-Time Academic Positions forms and Summary of Search Procedures forms are available from the Office of the Vice-President (Academic) and Provost. Questionnaire for Applicants for Employment forms may be obtained from the Employment Equity Office.

**Procedures for Academic Appointments:
3 November 1994**

Deans of Faculties, Directors of Schools and Heads of Academic Departments are reminded to refer to the memorandum from the Vice-President (Academic) and Provost regarding procedures for the implementation of policy "Academic Appointments" circulated on the above date.

The preparation of these procedures has resulted in the need to revise policy "Academic Appointments" in certain areas. You should note, however, that the overall principle of policy "Academic Appointments" remains in effect. Wherever there appears to be a discrepancy between the policy and the procedures, the procedures will take precedence. Policy "Hiring of Non-Canadians" should be referenced in respect of the appointment of non-Canadians.

A revision to policy "Academic Appointments" will be produced and circulated in due course.