Recruitment & Appointment: Tenure-Track Lab Instructor

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Owner: Dean’s Office, Faculty of Science
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Policy per URFA Collective Agreement
Article 12 of the 2014-2017 Collective Agreement addresses the recruitment and appointment of academic staff at the University of Regina. In particular, Article 12.2 addresses search procedures, and it states: “The Dean shall ensure that appropriate procedures are established and followed to enable academic staff members within the academic unit to participate appropriately in the process of recruitment. To this end, the members of a department shall participate in the appointment process within the academic unit through established procedures.”

Appointments in the Laboratory Instructor category are at one of the following ranks: Laboratory Instructor I, Laboratory Instructor II, or Laboratory Instructor III.

Procedure
1. The Department in which the appointment is to be made will establish a Search Committee whose membership shall be composed of:
   • the Department Head
   • three tenured or tenure-track faculty elected from the Department, one of whom is to act as the Committee Chair and spokesperson
   • one tenured or tenure-track faculty member external to the Department, approved by the Dean after the three Department members have been elected
   • the Associate Dean (Research) in the Faculty of Science

   Further:
   • the Search Committee Chair will serve as the spokesperson for the Search Committee and is responsible for directing the Search Committee’s work
   • the Department Head’s role in the Search Committee is as a participatory voting member, not as an observer
   • the Associate Dean (Research) of Science serves as an observer and resource for the Search Committee, and is a non-voting member
   • members of the Search Committee cannot serve as references for applicants to the position
   • all members of the Search Committee will sign a Memorandum of Understanding regarding confidentiality

2. The Dean’s Office will arrange for the Human Resources Faculty of Science Contact to meet with the Search Committee to advise the Committee on the expectations and proper practices in the recruitment of academic staff.

3. The Search Committee will draft an appropriate posting for the position and submit it to the Dean for review and consultation. The posting will include the following information:
   • title of the position (e.g., tenure-track Laboratory Instructor II of Physics), and a brief description of duties
   • area(s) of expertise sought
   • closing date
   • contact information for candidates seeking further information (e.g., department website)
   • a stipulation that at least three letters of reference will be required, which are to be:
     o sent directly to the Chair of the Search Committee, prior to the closing date, or
     o solicited by the Chair of the Search Committee after the closing date, as advised by the Search Committee
   • the criteria to be used to evaluate/rank applicants must be stated explicitly in the position posting (e.g., the candidates will be evaluated on their prior experience and their future potential in high-quality laboratory instruction, laboratory safety, collegiality, etc)
   • an equity/diversity/inclusiveness statement.
4. The Search Committee will draft the interview questions at the same time as the posting and submit the questions in writing to the Dean for review and consultation.

5. The Dean’s Office will post the position using the university e-recruit system, and provide the Search Committee members and the Administrative Assistant with a Guest User login to use to review applications. On advice of the Search Committee Chair, the Dean’s Office will also post the advertisement in venues that are relevant to the areas of expertise and discipline, such as society publications and websites.

6. After the closing date for applications, or in some cases prior to the closing date if time is limited, the Search Committee will review the applications with respect to the posting. After the closing date for applications, the Search Committee will produce a shortlist, usually of three candidates, to be invited for on campus interviews.

To assist with preparing the shortlist of three candidates for on-campus interviews, the Search Committee may conduct telephone or Skype interviews with up to ten candidates. These questions posed at these preliminary interviews should be scripted in advance, and each such interview should take no more than 30 minutes.

The Chair of the Search Committee and the Department Head must discuss the shortlist with the Dean prior to inviting the candidates for an interview. The Search Committee must address the question, Would it be desirable, if at all possible, to appoint someone from one of the designated equity/diversity groups (indigenous people, women, visible minorities, people with disabilities)? when preparing a short list of candidates to be interviewed.

The curriculum vitae of each shortlisted candidate may be printed and made available in the Department Office for viewing by departmental academic staff. Special care must be taken in the event that there are internal candidates among the shortlisted candidates.

7. The interview process for each candidate will include the following features:
   - a presentation of a laboratory instruction class, dealing with a topic relevant to the position
   - a formal panel interview with the Search Committee.
     o Search Committee members should note the candidates’ responses to the interview questions, and at the end of the search process submit their notes to the Search Committee Chair, who will then forward these documents to the Dean’s Office as the office of record. These documents will be held for one year, and will then be destroyed.
   - an appointment with the Department Head
   - an appointment with the Dean of Science
   - an appointment with any other relevant individuals (e.g., technical laboratory support staff), as appropriate to the position
   - an opportunity for all members of the Department to meet with the candidate.

8. After the interviews have concluded, the Search Committee will invite all members of the Department, including undergraduate and graduate students who may have attended the candidates’ presentation(s), to provide written commentary, in confidence and within 48 hours of sending the invitation, to the Dean of Science on the suitability of the candidates for the advertised position. The Dean will forward this commentary, in redacted form to ensure anonymity of the writer, to the Search Committee prior to the Committee’s deliberations on recommending which candidate(s) to appoint.

9. The Search Committee’s Recommendation Report is to be prepared by the Chair of the Search Committee and is to be submitted in writing to the Department Head and Dean, and the report should include:
   - a list of recommended candidates for the advertised position, ranked in descending order of preference; the report should also indicate if any of the interviewed candidates were deemed to be unacceptable for the advertised position
   - an indication of who among the interviewed candidates are from a designated equity/diversity group
   - a list of applicants not interviewed who are from a designated equity/diversity group, and an explanation to why these individuals were not interviewed
   - an explanation of how the Search Committee addressed the question of equity/diversity candidates when preparing the short list of interviewed candidates
   - all written and electronic documents produced by members of the Search Committee.
The Chair of the Search Committee will inform the Dean, and then the Department, of the Search Committee’s recommendation.

Academic staff may write, in confidence, to the Dean within 24 hours of the announcement of the recommendation with any additional comments they wish to make.

10. **If the Dean accepts the recommendation, then the Dean will discuss the appointment with the Provost and Vice-President (Academic), prepare the conditional letter of offer, and negotiate with the candidate. If the Dean does not accept the recommendation, then the Dean will notify Department members and provide a rationale for taking this decision.**

11. **After the conditional offer of employment has been accepted,** the Dean’s Office will inform the Department Head of the acceptance. The Dean’s Office will also prepare the Appointment Request Package for submission to the Provost’s Office. Such work includes asking the candidate to arrange for official transcripts to be sent directly to the Dean’s Office and using the Search Committee Recommendation Report as the basis for the completion of the University Selection/Recruitment Report and the Academic Appointment Form.

12. **The Office of the Provost and Vice-President (Academic) will present the appointment request to the President’s Advisory Group on Faculty Appointments (PAGFA).**

13. **Human Resources will prepare the official appointment letter, which is to be signed by the President and the Dean of Science.**

14. **After the official offer of employment has been accepted,** the Dean’s Office will inform the Department Head of the acceptance of offer and will update e-recruitment, which sends an automatic email to the candidates not hired. The Department Head or the Chair of the Search Committee will also inform the unsuccessful short-listed applicants personally that the position has been filled, and thank them for their applications and interviews.

**Related Information**

- Recruitment/Selection Report
  [http://www.uregina.ca/hr/forms/employment.html](http://www.uregina.ca/hr/forms/employment.html)
- Academic Appointment Form
  [http://www.uregina.ca/hr/forms/employment.html](http://www.uregina.ca/hr/forms/employment.html)