Recruitment & Appointment: Term Lab Instructor

Update: July 1, 2014
Owner: Dean's Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Policy per U of R

- Term appointments of 3 years or less are appointed by the Dean.
- Term appointments/reappointments of more than 3 years are appointed by the Provost and Vice-President (Academic).

Policy per URFA Collective Agreement

A term appointment has a terminal date, normally 1 to 5 years from the appointment date (Article 14.3.2).

Procedure

1. The Faculty Administrator will request a position number from Human Resources and advises the Dean's Office.

2. The Department in which the appointment is to be made will establish a Search Committee whose membership shall be composed of:
   - The Department Head
   - 3 tenured or tenure-track faculty elected from the Department, one of whom is to act as Committee Chair and spokesperson
   - 1 tenured or tenure-track faculty member external to the Department, approved by the Dean after the 3 Department members have been elected
   - The Associate Dean (Research and Graduate Studies) in the Faculty of Science

3. The Search Committee will draft an appropriate posting for the position and submit it to the Faculty Administrator for consultation. The posting will include the following information:
   - Title of the position (e.g., term Lab Instructor of Physics), and a brief description of duties
   - Area(s) of expertise sought
   - Closing date
   - Contact for candidates seeking further information (department website)
   - Stipulation that at least 3 letters of reference will be sent directly to the Department Head
   - All criteria to be used to evaluate applicants must be explicitly stated in the posting

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’s Office.

5. The Dean's Office will post the position using the university e-recruit system and provide the Department Head and the Administrative Assistant with a Guest User login to use to review applications.

6. After the closing date for applications, the Search Committee will review the applications with respect to the posting and produce a shortlist of usually 3 candidates to be invited for interviews.
   - All committee members will record the candidate’s answers and submit the documents to the Chair.
   - The Chair will submit all the documents to the Dean’s Office.
   - The Department Head must discuss the shortlist with the Dean and receive the Dean’s approval to invite candidates for an interview.

7. Members of the Department, or those affected, who are not on the Search Committee will be given the opportunity to view the files of any or all applicants.
8. The interview process for each candidate will include the following features:
   - A formal panel interview with the Search Committee
   - An appointment with the Department Head
   - An appointment with the Associate Dean (Research and Graduate Studies) of Science
   - Presentation of a lecture on a topic in the undergraduate curriculum
   - An opportunity for all members of the Department to meet with the candidate

9. After all the interviews have been conducted, the Search Committee will decide to whom the position should be offered, and will prepare a list of alternates, if any, in descending order of preference. The Search Committee shall then report to the Department and submit their report to the Department Head. After submission of the Search Committee report, members of the Department who so desire will have 24 hours to submit to the Dean, in writing, any additional comments that they may wish to make.

10. The Department Head will notify the Dean of the Search Committee’s recommendation.

11. The Department will submit the appointment package to the Dean’s Office. The package must include the following:
   a) A memo from the Department Head to the Dean that includes:
      - Type and duration of appointment
      - Need for appointment
      - Why candidate was chosen
      - Statement that references were checked
   b) Academic Appointment Form signed by the Department Head
   c) Candidate’s curriculum vitae
   d) Original letters of reference (usually 3)
   e) Official Transcripts (Department will contact candidate to make arrangements for transcripts of all degrees to be sent from the originating institution directly to the Dean’s Office. Transcripts “issued to student” are not considered official transcripts)
   f) Recruitment/Selection Report – signed by the Chair of the Search Committee.

12. The Dean’s Office will prepare the appointment letter.

13. The Dean’s Office will submit the appointment package to Human Resources.

Procedure for Reappointment

1. The Department will submit the reappointment package to the Dean’s Office. The package must include the following:
   a) A memo from the Department Head to the Dean that includes:
      - Type and duration of reappointment
      - Need for reappointment
   b) Academic Appointment Form signed by the Department Head
   c) Candidate’s curriculum vitae

2. The Dean’s Office will prepare the reappointment letter.

3. The Dean’s Office will submit the reappointment package to Human Resources.
Related Information

- Appointment Authority for Academic Appointments
  http://www.uregina.ca/presoff/vpacademic/PoliciesAndProcedures/Administrative/100.47.shtml

- Recruitment/Selection Report
  http://www.uregina.ca/hr/forms/employment.html

- Academic Appointment Form
  http://www.uregina.ca/hr/forms/employment.html