

 <b>The University of British Columbia Board of Governors</b>	<b>Policy No.:</b>  <b>20</b>	<b>Approval Date:</b> July 1992  <b>Last Revision:</b> June 2013
	<b>Responsible Executive:</b> Vice President, Academic and Provost, UBC Vancouver Provost and Vice Principal, UBC Okanagan Vice President, Human Resources	
<b>Title:</b>  <p style="text-align: center;"><b>Advertising of Position Vacancies</b></p>		
<b>Background &amp; Purposes:</b>  This Policy sets out the requirements for posting and advertising position vacancies prior to the selection of a candidate. Publishing position vacancies widely is a key component of the recruitment process as it: <ul style="list-style-type: none"> <li>• Provides equal opportunity to all who seek employment at the University</li> <li>• Provides for a clear and transparent process</li> <li>• Satisfies requirements of Service Canada and Citizenship and Immigration Canada</li> </ul>		

## 1. Scope

1.1. This Policy applies to the following positions:

- 1.1.1. all tenure-stream and term positions (sessional lecturer, lecturer, visiting, honorary, adjunct) for faculty members; librarians; and program directors in Continuing Studies (each a “Faculty Position”);
- 1.1.2. senior academic administrator positions appointed pursuant to Policy #18 (Appointment of Designated Senior Academic Administrators);
- 1.1.3. research associates;
- 1.1.4. postdoctoral fellows; and
- 1.1.5. staff positions where posting of the position is required by the applicable employment agreements, including collective agreements and handbooks (each a “Staff Position”).

## 2. Posting and Advertising Requirements

- 2.1. Units are encouraged to utilize a variety of recruitment strategies and advertising media (including print and electronic) appropriate to the position vacancy to proactively attract a broad and diverse pool of qualified applicants.

- 2.2. UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. In accordance with UBC's employment equity program and Policy #2 (Employment Equity), all position postings and advertisements must include the University's approved equity statement as set forth in the Procedures to this Policy.
- 2.3. Where a unit wishes to conduct an international search, the position vacancy must be advertised in compliance with all Service Canada and Citizenship and Immigration Canada requirements concerning the duration, location, media and use of mandatory statements for advertisements.
- 2.4. All advertisements must comply with the Policy #94 Visual Identity and the University's Visual Identity Guidelines.

**3. Faculty, Senior Academic Administrator, Postdoctoral Fellow and Research Associate Positions**

- 3.1. Except as provided for in Sections 3.2 and 3.3, all Faculty Positions and all senior academic administrator, postdoctoral fellow and research associate positions must be advertised in accordance with the Procedures to this Policy.
- 3.2. Subject to Service Canada and Citizenship and Immigration Canada requirements, the University will not require advertisements for the following positions:
  - 3.2.1. visiting appointments for faculty from other academic institutions who are expected to return to their home institutions;
  - 3.2.2. honorary appointments;
  - 3.2.3. adjunct appointments;
  - 3.2.4. term appointments less than one year in length except for Sessional Lecturer and Lecturer appointments (provided that where an existing term appointment less than one year is to be extended beyond one year, the position must be advertised in accordance with the Procedures to this Policy);
  - 3.2.5. postdoctoral fellows appointed in accordance with Policy #61 Postdoctoral Fellows; and
  - 3.2.6. retired faculty, librarian or program directors appointed in accordance with Policy #27 Appointment of Retired Faculty Members.
- 3.3. Subject to Service Canada and Citizenship and Immigration Canada and collective agreement requirements, the Responsible Executive may waive the University's advertising requirement in the following circumstances:
  - 3.3.1. where the University has an opportunity to appoint an exceptionally-qualified candidate through an externally-funded program;
  - 3.3.2. for a dual career appointment, where the University has an opportunity to recruit or retain a valuable faculty member by appointing his/her spouse to a Faculty Position, provided the unit to which the spouse is to be appointed is supportive of the dual career appointment;

3.3.3. in the case of an administrative appointment of the head of department or director of a school or institute, where a well-documented case for an internal appointment has been made to the Responsible Executive; or

3.3.4. emergency appointments, at the request of a Dean.

#### **4. Staff Positions**

4.1. Posting for a Staff Position must be in compliance with any applicable employment agreements, including collective agreements and handbooks.

## **PROCEDURES**

**Approved: June 2013**

*Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors".  
Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.*

### **1. Assignment of Responsible Executive**

- 1.1. The Responsible Executive will be the Provost and Vice President Academic, UBC Vancouver, in relation to Faculty Positions, senior academic administrator positions, research associate positions and postdoctoral fellow positions at UBC's Vancouver campus.
- 1.2. The Responsible Executive will be the Provost and Vice Principal, UBC Okanagan, in relation to Faculty Positions, senior academic administrator positions, research associate positions and postdoctoral fellow positions at UBC's Okanagan campus.
- 1.3. The Responsible Executive will be the Vice President, Human Resources, in relation to all Staff Positions.
- 1.4. Any Responsible Executive may, in writing, delegate his or her authority under this Policy.

### **2. University Equity Statement**

- 2.1. All position postings and advertisements must include the following equity statement:

*"UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities."*

### **3. Service Canada and Citizenship and Immigration Canada Advertising Requirements**

- 3.1. For senior academic administrator positions, research associate positions and most Faculty Positions, Service Canada and Citizenship and Immigration Canada normally require that, before a university can hire a foreign candidate, the vacant position must be advertised:
  - 3.1.1. within Canada simultaneously with any advertising outside of Canada;
  - 3.1.2. for a reasonable length of time (about a month) to allow broad exposure of the vacancy to Canadians and permanent residents;
  - 3.1.3. using advertising media that is effective in attracting appropriate candidates for the Faculty Position;

3.1.4. with the following statement included in the advertisement:

*“All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.”; and*

3.1.5. in a manner that meets all conditions of any applicable collective agreement.

3.2. Due to the diversity of Staff Positions and the various foreign worker programs offered by Service Canada and Citizenship and Immigration, units should work with their Human Resources Advisors before proceeding with an international search for a Staff Position.

#### **4. University Advertising Requirements**

4.1. Tenure-stream Faculty Positions and senior academic administrator positions must be advertised at a minimum:

4.1.1. on the University’s website;

4.1.2. in the AUCC publication “University Affairs”;

4.1.3. in an appropriate publication (print or electronic) with a wide, national readership (e.g. “CAUT Bulletin”); and

4.1.4. in at least one other venue, journal or publication (print or electronic) relevant to the discipline.

4.2. All advertisements for tenure-stream Faculty Positions must be approved by the Responsible Executive prior to publication.

4.3. In the event a tenure-stream Faculty Position requires re-advertising, approval must be obtained from the Responsible Executive prior to republication.

4.4. Sessional lecturer and lecturer positions must be advertised in accordance with applicable collective agreement provisions, currently Arts. 2 and 12 of the Agreement on *Conditions of Appointment for Sessional Faculty Members*.

4.5. Salaried Faculty Positions one year or more in length other than those set forth in Sections 4.1 to 4.4 of these Procedures must be advertised on the University’s website and in appropriate publications (print or electronic).

#### **5. Additional Resources**

5.1. From time to time the Offices of the Responsible Executives will publish resources to provide additional guidance on advertising.