



The University of British Columbia
Board of Governors

Policy No.:

20

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July 1992

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[June 2017 anticipated]

Responsible Executive:

Vice President, Academic and Provost, UBC
Vancouver

Provost and Vice Principal, UBC Okanagan
Vice President, Human Resources

Title:

Advertising of Available Employment Positions

Background & Purposes:

This Policy sets out the requirements for posting and advertising available employment positions before selecting a candidate. Publishing available employment positions widely is a key component of the recruitment process as it:

- Improves UBC’s potential to access the largest pool of exceptionally qualified candidates for each employment position;
- Provides equal opportunity to all who seek employment at UBC;
- Provides for a clear and transparent process; and
- Satisfies requirements of Employment and Social Development Canada/Service Canada and Immigration, Refugees and Citizenship Canada.

1. Definitions

1.1. In this Policy, and in the Procedures to this Policy, the following terms have the following meaning:

- 1.1.1. “**Administrative Vice-President**” means Vice-Presidents appointed pursuant to Policy #34 (Appointment and Extension of Appointment of Administrative Vice-Presidents);
- 1.1.2. "**Advertised Positions**" means the list of employment positions set out in section 3.1 of this Policy;
- 1.1.3. "**Deans**" has the same meaning attributed to the term in Policy #21 (Appointment of Deans and Principals);
- 1.1.4. “**Designated Senior Academic Administrator**” means senior academic administrators appointed pursuant to Policy #18 (Appointment of Designated Senior Academic Administrators);
- 1.1.5. “**Employment Agreement**” means an agreement between UBC and an individual employee or a group of employees, represented or not represented by a bargaining unit, that establishes terms and conditions of employment. For greater clarity, an Employment Agreement includes a collective agreement, a framework agreement and an employee handbook issued on behalf of the Director of Faculty Relations or Human Resources Advisory Services for UBC Vancouver or the Director of Human Resources for UBC Okanagan;

- 1.1.6. **“Employment and Social Development Canada”** means Employment and Social Development Canada/Service Canada and Immigration, Refugees and Citizenship Canada;
- 1.1.7. **“Faculty Member”** means a person employed by UBC as a sessional lecturer, lecturer, instructor, senior instructor, professor of teaching, assistant professor, associate professor, professor, or an equivalent position designated by the Senate. For greater certainty, the following are not Faculty Members for the purposes of this Policy:
 - 1.1.7.1. retired faculty members appointed in accordance with Policy #27 (Appointment of Retired Faculty Members); and
 - 1.1.7.2. holders of visiting appointments; honorary appointments; adjunct appointments; and clinical appointments;
- 1.1.8. **“Librarian”** means a person employed by UBC as a member of UBC’s professional librarian staff who is appointed in accordance with the collective agreement between UBC and the Faculty Association;
- 1.1.9. **"Principals"** has the same meaning attributed to the term in Policy #21 (Appointment of Deans and Principals);
- 1.1.10. **“Program Director”** means a person employed by UBC on a full-time basis to direct a program or programs in Continuing Studies who is appointed in accordance with the collective agreement between UBC and the Faculty Association; and
- 1.1.11. **"Teaching Staff"** has the same meaning attributed to the term in Policy #25 (Board of Governors Appointments).

2. General Principles

- 2.1. Where academic or administrative units wish to fill one or more employment positions, they are encouraged to use a variety of recruitment strategies and advertising media (including print and electronic) appropriate to the available positions to proactively attract a broad and diverse pool of qualified applicants.
- 2.2. The availability of an Advertised Position must be advertised in accordance with the Procedures to this Policy before an Advertised Position is filled, except as provided for in section 5.1 of this Policy. Advertisements for all other employment positions that may be available at UBC are optional, but academic and administrative units that elect to advertise those employment positions must do so in a manner that complies, at a minimum, with the posting and advertising requirements set out in section 4 of this Policy.

3. Advertised Positions

- 3.1. The availability of the following employment positions must be advertised before the position is filled:
 - 3.1.1. Faculty Members;
 - 3.1.2. Designated Senior Academic Administrators;
 - 3.1.3. Deans and Principals appointed pursuant to Policy #21 (Appointment of Deans and Principals);
 - 3.1.4. Administrative Vice-Presidents;

- 3.1.5. the Registrar and the University Librarian appointed pursuant to Policy #17 (Appointment of Registrar and Librarians)
- 3.1.6. Librarians;
- 3.1.7. Program Directors;
- 3.1.8. Research Associates appointed pursuant to Policy #42 (Faculty Term Appointments Without Review); and
- 3.1.9. All other employment positions where posting of the available employment position is required by the applicable Employment Agreements.

4. Posting and Advertising Requirements

- 4.1. UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. In accordance with Policy #2 (Employment Equity), all position postings and advertisements must include UBC's approved equity statement as set forth in the Procedures to this Policy.
- 4.2. Where an academic or administrative unit wishes to conduct an international search to fill an available employment position, the availability of the employment position must be advertised in compliance with all Employment and Social Development Canada requirements concerning the duration, location, media and use of mandatory statements for advertisements.
- 4.3. The availability of employment positions must be advertised in a manner that meets all conditions of any applicable Employment Agreement.
- 4.4. All advertisements must comply with Policy #94 (Visual Identity).

5. Non-Advertised Positions

- 5.1. Subject to Employment and Social Development Canada and applicable Employment Agreement requirements, UBC does not require advertisements for the Advertised Positions where:
 - 5.1.1. the Advertised Position is a term appointment that is less than one year in length, 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 (except if the term appointment less than one year is a sessional lecturer or lecturer, in which case the position must be advertised in accordance with the Procedures to this Policy in all circumstances);
 - 5.1.2. the Advertised Position is an existing appointment that is being extended in accordance with Policy #23 (Extension of Appointments for Deans), Policy #24 (Extension of Appointments for Designated Senior Academic Administrators), Policy #34 (Appointment and Extension of Appointment of Administrative Vice Presidents), Policy #43 (Extension of Appointments for Registrar and Librarians); or
 - 5.1.3. the Responsible Executive has waived UBC's advertising requirement in accordance with section 5.2 of this Policy.

- 5.2. In special circumstances, at the request of a Dean or an advisory committee to the President, as applicable, the Responsible Executive may waive UBC's advertising requirements in whole or in part. Special circumstances include but are not limited to situations where:
 - 5.2.1. UBC has an opportunity to appoint a highly-qualified candidate who is supported by an external program or agency that will wholly or partly fund the initial appointment;
 - 5.2.2. UBC has advertised for one (1) or more available employment positions in accordance with the Procedures to this Policy and has an opportunity to appoint additional candidates that meet the qualifications and criteria specified in the advertisement;
 - 5.2.3. for a dual career appointment, UBC has an opportunity to recruit a candidate or retain a valuable faculty member by appointing the spousal partner to an available employment position, provided the unit to which the spousal partner is to be appointed is supportive of the dual career appointment;
 - 5.2.4. UBC has an opportunity to appoint an exceptionally-qualified, internationally-recognized candidate; and
 - 5.2.5. emergency appointments.
- 5.3. The Board of Governors may, from time to time, request reports regarding special circumstances where the Responsible Executive has waived UBC's advertising requirement. At least annually, a report of such special circumstances will be attached to the report of Teaching Staff appointments provided to the Board of Governors pursuant to Policy #25 (Board of Governors Appointments).

PROCEDURES

Approved: [June 2017 anticipated]

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 Members, Librarians, Program Directors, Deans, and Principals at UBC's Vancouver campus.
- 1.2. The Responsible Executive will be the Provost and Vice Principal, UBC Okanagan, in relation to Faculty Members, Librarians, Program Directors, Deans, and Principals, at UBC's Okanagan campus.
- 1.3. The Responsible Executive in relation to Designated Senior Academic Administrators will be the Responsible Executive designated under Policy #18 (Appointment of Designated Senior Academic Administrators).
- 1.4. The Responsible Executive in relation to Administrative Vice-Presidents will be the Responsible Executive designated under Policy #34 (Appointment and Extension of Appointment of Administrative Vice-Presidents).
- 1.5. The Responsible Executive will be the Vice President, Human Resources, in relation to research associates and all other employment positions.
- 1.6. Any Responsible Executive may, in writing, delegate the Responsible Executive's authority under this Policy.

2. University Equity Statement

- 2.1. All postings and advertisements for available employment positions at UBC 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. University Advertising Requirements

- 3.1. Prior authorization to undertake the recruitment process to fill an Advertised Position must be obtained from the Responsible Executive, or their delegate, to ensure that the recruitment is consistent with UBC priorities and budgetary considerations.
- 3.2. Where an academic or administrative unit wishes to conduct an international search to fill an Advertised Position, the Advertised Position must be advertised in compliance with the Employment and Social

Development Canada advertising requirements set forth in section 4 of these Procedures as well as UBC's advertising requirements set forth in this section. Complying solely with UBC's advertising requirements in this section will not meet the Employment and Social Development Canada advertising requirements in every circumstance.

- 3.3. The availability of a position as a tenure-stream Faculty Member, Designated Senior Academic Administrator, Dean, Principal, or Administrative Vice-President must be advertised at a minimum:
 - 3.3.1. on the UBC Careers – UBC Human Resources website;
 - 3.3.2. in at least two (2) appropriate publications (print or electronic) with a wide, national readership (e.g. "CAUT Bulletin", "University Affairs"); and
 - 3.3.3. in at least one (1) other venue, journal or publication (print or electronic) relevant to the discipline.
- 3.4. The availability of a position as a sessional lecturer or a lecturer must be advertised in accordance with applicable collective agreement provisions.
- 3.5. The availability of a position as a research associate or as a Faculty Member for a term of one year or more in length other than those set forth in Section 3.3 of these Procedures must be advertised on the UBC Careers – UBC Human Resources website and in appropriate publications (print or electronic).
- 3.6. All advertising copy for available positions as a tenure-stream Faculty Member must be approved by:
 - 3.6.1. the Dean; and
 - 3.6.2. the Director of Faculty Relations for UBC Vancouver or the Director, Human Resources, UBC Okanagan, or their delegates, as applicable.
- 3.7. All advertising copy for available positions as a Designated Senior Academic Administrator, Dean, Principal, or Administrative Vice-President must be approved by the Responsible Executive prior to publication.
- 3.8. Heads of academic or administrative units are responsible for ensuring that advertising copy for any available position not expressly named in sections 3.6 and 3.7 of these Procedures complies with section 4 of the Policy, and any applicable provision of these Procedures.
- 3.9. If an available position is not successfully filled and a new advertisement is required, such as to accommodate adjustments in the position description or a change in the application deadline, approval for the new advertising copy must be obtained in accordance with sections 3.6, 3.7, and 3.8 of these Procedures.

4. Employment and Social Development Canada Advertising Requirements

- 4.1. For research associates and Faculty Members, Employment and Social Development Canada normally requires that, before a university can hire a foreign candidate, the availability of the employment position must be advertised:
 - 4.1.1. within Canada simultaneously with any advertising outside of Canada;
 - 4.1.2. for a reasonable length of time (about a month) to allow broad exposure of the available employment position to Canadians and permanent residents;

- 4.1.3. using advertising media that is effective in attracting appropriate candidates for the available position;
 - 4.1.4. 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
 - 4.1.5. in a manner that meets all conditions of any applicable collective agreement.
- 4.2. For Designated Senior Academic Administrators, Deans and Principals, and Administrative Vice Presidents, Employment and Social Development Canada normally requires that, before a university can hire a foreign candidate, the availability of the employment position must be advertised:
- 4.2.1. within Canada simultaneously with any advertising outside of Canada;
 - 4.2.2. for a minimum of one (1) month on the Government of Canada’s Job Bank or WorkBC;
 - 4.2.3. for a minimum of one (1) month using two (2) or more additional recruitment methods within Canada that are effective in attracting appropriate candidates for the available employment position, including:
 - 4.2.3.1. advertising media that is national in scope;
 - 4.2.3.2. print media;
 - 4.2.3.3. general employment websites; and
 - 4.2.3.4. specialized websites dedicated to specific occupation profiles; and
 - 4.2.4. in a manner that complies with the Employment and Social Development Canada requirements regarding information that must be included in the advertisement.
- 4.3. Due to the diversity of employment positions at UBC and the various foreign worker programs offered by Employment and Social Development Canada, units should work with their Human Resources Advisors before proceeding with an international search.

5. Canada Research Chair Position Advertising Requirements

- 5.1. For each Government of Canada Research Chair nomination, the Canada Research Chairs Program requires the Responsible Executive, or their delegate, to certify that the Canada Research Chair recruitment and nomination process was transparent, open and equitable (whether the Canada Research Chair position is used to retain current researchers or to recruit new researchers to UBC). Academic units seeking to recruit or nominate a Canada Research Chair position should work with their Faculty Relations or Human Resources Advisors to ensure that the availability of the Canada Research Chair position is advertised in a manner consistent with:
 - 5.1.1. the principles embodied in the Policy and these Procedures;
 - 5.1.2. any applicable Employment Agreements; and

5.1.3. the Canada Research Chairs Program guidelines for ensuring a fair and transparent recruitment and nomination process.