Recruitment Policy

**Office of Accountability:** Provost and Vice-President (Academic) and Vice-President (Finance and Administration)

**Office of Administrative Responsibility:** Vice-Provost & Associate Vice-President (Human Resources) and the Office of Faculty Relations

**Approver:** General Faculties Council & Board of Governors

**Scope:** Compliance with University policy extends to all members of the University community.

**Overview**

*Legislation Governing Academic Staff*

Pursuant to provisions of the *Post-Secondary Learning Act of Alberta*, the Board of Governors has the authority to manage and operate the University in accordance with its mandate and employ staff members, including academic staff.

The complete wording of the relevant section(s) of the *Post-Secondary Learning Act of Alberta* should be checked in any instance where formal jurisdiction or delegation needs to be determined.

*Legislation/ Agreement Governing Support Staff*

Employment of support employees is pursuant to the *Public Service Employee Relations Act*, the *Employment Standards Code* and the *Post Secondary Learning Act*. Employment of support employees who are covered under the collective agreement is also governed by the *Collective Agreement between the Non-Academic Staff Association and the Governors of the University of Alberta*.

**Purpose**

The purpose of this policy is to establish transparent practices in the recruitment of individuals employed by the University of Alberta. The University’s aim is to have consistent practices, with objective criteria, and to employ those individuals who will contribute to the achievement of the University’s mission.

**POLICY**

1. **BASIS FOR EMPLOYMENT DECISIONS**

a. Decisions will be made on the basis of merit.

b. Decisions will be governed by all relevant federal and provincial legislation and by the University’s *Discrimination and Harassment Policy* as may be amended from time to time. Decisions will be made in accordance with the University’s *Employment Equity Plan* as may be amended from time to time.

c. Decisions will be made with an on-going commitment to remove employment-related barriers which may inhibit the recruitment and retention of individuals in the designated groups and other individuals who possess personal characteristics identified as protected grounds in the *Alberta Human Rights Act* and the University of Alberta *Discrimination and Harassment Policy*. 
2. CANDIDATES FOR EMPLOYMENT

a. Qualified individuals, including University staff members, students and alumni of the University of Alberta may apply for a position within the University.

b. A Foreign national may apply for positions and appointment will be subject to relevant Federal and Provincial Government regulations.

c. The employment of children will be subject to the relevant provincial legislation.

d. Family members or associated individuals may apply for positions but the staff member involved will not be included in the recruitment process or decision.

i. All employment decisions involving family members or associated individuals will be made in accordance with the University’s Conflict Policy.

ii. All employment decisions about hiring family members or associated individuals will take into account the legal principles surrounding family status under the Alberta Human Rights Act and the University of Alberta Discrimination and Harassment Policy.

In accordance with the University’s Conflict Policy exceptions these decisions may be made by the appropriate Vice-President where special circumstances apply.

DEFINITIONS

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>A person employed by the University of Alberta and defined under Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues or Recruitment Policy (Appendix B) Definition and Categories of Support Staff</th>
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</thead>
<tbody>
<tr>
<td>Recruitment</td>
<td>The posting, advertising and selection of persons to be employed as staff members</td>
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<tr>
<td>Designated Groups</td>
<td>Women, Aboriginal persons, persons with disabilities, and visible minorities.</td>
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<tr>
<td>Foreign National</td>
<td>Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements).</td>
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<tr>
<td>Children</td>
<td>A person under the age of 16 as defined in s.65(1) of the Employment Standards Code.</td>
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<tr>
<td>Family Members</td>
<td>Includes a person’s spouse or adult interdependent partner or another individual to whom the person is related by blood, marriage or adoption.</td>
</tr>
<tr>
<td>Associated Individuals</td>
<td>An individual whose employment by a staff member would have the appearance of being a conflict of interest. This includes consensual personal relationships and business relationships.</td>
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</tbody>
</table>

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca.

Alberta Human Rights Act (Government of Alberta)

Conflict Policy – Conflict of Interest and Commitment, and Institutional Conflict (UAPPOL)
Discrimination, Harassment and Duty to Accommodate Policy (UAPPOL)

Employment Equity Act (Department of Justice)

Employment Equity Plan (University of Alberta)

Employment Standards Code (Government of Alberta)

Human Resources and Skills Development (Government of Canada)

Immigration and Refugee Protection Act (Department of Justice)

Post-Secondary Learning Act (Government of Alberta)

Public Service Employee Relations Act (Government of Alberta)

**PUBLISHED PROCEDURES OF THIS POLICY**

Academic Selection Procedure

Academic Staff Posting and Advertising Procedure

Acting and Interim Senior Administration Appointment Procedure

Department Chairs Review Procedure

Department Chairs Selection Procedure

Department Chairs Selection Procedure (Appendix B): Terms and Conditions for Department Chairs

Determination of a Worker’s Status Procedure

Faculty Deans Review Procedure

Faculty Deans Selection Procedure

Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties

Housing Support Procedure

Moving Expenses and Relocation Benefits for Academic Staff Members Procedure

Presidential Review Procedure

Presidential Search Procedure

Presidential Search and Review Procedures (Appendix A): Committees for President Position Definitions and Eligibility

Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues
Recruitment Policy (Appendix B) Definition and Categories of Support Staff

Selection of Department Chairs Procedure (Appendix A): Roles and Responsibilities

Support Staff Posting and Advertising Procedure

Support Staff Selection Procedure

Vice-Presidential Review Procedure

Vice-Presidential Search Procedure

Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility