

Approval Date: May 13, 2011 Effective Date: July 1, 2011

Parent Policy: [Recruitment Policy](#)

## Academic Selection Procedure

<b>Office of Administrative Responsibility:</b>	Human Resource Consulting Services and Faculty Relations
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

The University of Alberta has established selection procedures for the purpose of consistency and objectivity in recruitment.

### Purpose

The purpose of this procedure is to enable proper process in the selection of all **Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers and Temporary Appointments.**

## **PROCEDURE**

### 1. COLLECTION OF APPLICANT INFORMATION

- a. Personal information is collected in accordance with the provisions of the Freedom of Information and Protection of Privacy Act (FOIPP).
- b. Verification of qualifications, interviews and reference checks will include only those inquiries necessary to determine an applicant's eligibility and suitability.
- c. Any costs associated with the collection of required information are the responsibility of the applicant.
- d. Candidates must complete and sign a *Consent for Collection and Verification of Information Form* before references can be contacted or information verified.

### 2. ADVISORY SELECTION COMMITTEES

Advisory Selection Committees are required for the selection of continuing academic staff, subject to the exceptions as outlined below. The role of all selection committees is to advise the authorized appointing officer on selection.

#### a. FACULTY

- i. Faculty will be appointed by the authorized appointing officer (i.e. the Dean) on the advice of an Advisory Selection Committee. Exceptions to this procedure are outlined in 2.a (iv).
- ii. Each academic department will have Advisory Selection Committee(s) for the appointment of faculty. The duty of an Advisory Selection Committee is to provide advice to the Dean.
- iii. Advisory Selection Committees cannot be waived for appointments with tenure.
- iv. Advisory Selection Committees may be waived for tenure track appointments:

1. for Associate Professors on probation by the Provost and Vice-President (Academic) on the recommendation of the Dean; and

2. for Assistant Professors by the Dean.

v. If a faculty member is being selected primarily for a position outside a Faculty (e.g. an administrative appointment), the faculty member must have a **joint appointment** with a Faculty for the purposes of making decisions regarding tenure and promotion. The Advisory Selection Committee for the administrative position will provide the Faculty Advisory Selection Committee with the qualifications of the candidate. The Faculty Advisory Selection Committee will advise the Dean on the appointment to the Faculty. When a Dean accepts a joint appointment to his/her Faculty, the Advisory Selection Committee can continue with the administrative appointment selection procedure.

#### b. LIBRARIAN

i. Librarians will be appointed by the authorized appointing officer (i.e. the Chief Librarian).

ii. An Advisory Selection Committee must be used in the appointment of all Librarians hired under the University of Alberta Librarian Agreement.

iii. The duty of the Advisory Selection Committee is to provide advice to the Chief Librarian on the selection of a Librarian.

iv. Upon the request of the Chief Librarian and following consultation with the AASUA, the Provost and Vice-President (Academic) may waive the use of an Advisory Selection Committee.

#### c. FACULTY SERVICE OFFICER

i. Faculty Service Officers will be appointed by the authorized appointing officer (i.e. the Provost and Vice-President (Academic)) on the advice of the Dean and an Advisory Selection Committee.

ii. Unless otherwise determined by the Faculty Council, each Faculty will have an Advisory Selection Committee for the appointment of Faculty Service Officers.

iii. The duty of the Advisory Selection Committee is to provide recommendations to the Dean (who in turn provides advice to the Provost and Vice-President (Academic)) on the appointment of Faculty Service Officers.

iv. If a Faculty Service Officer is being selected for an administrative position outside a Faculty, the Faculty Service Officer must have a joint appointment with a Faculty for the purposes of making decisions regarding promotion and the awarding of a continuing appointment. The Selection Committee for the administrative position will provide the Faculty Advisory Selection Committee with the qualifications of the candidate. The Faculty Advisory Selection Committee will advise the Dean on the appointment of the Faculty Service Officer to a position within the Faculty. When a Dean recommends to the Provost and Vice-President (Academic) a joint appointment to his/her Faculty and the Provost accepts the recommendation, the selection committee can continue with the administrative appointment selection procedure.

#### d. ADMINISTRATIVE AND PROFESSIONAL OFFICERS

i. Administrative and Professional Officers will be appointed by the authorized appointing officer (i.e. the appropriate Vice-President) on the advice of an Advisory Selection Committee

ii. An Advisory Selection Committee must be used in the appointment of all Administrative Professional Officers hired under the University of Alberta Administrative Professional Officer Agreement.

iii. The duty of the Advisory Selection Committee is to provide advice to the Vice-President on the appointment of Administrative Professional Officers.

iv. The use of an Advisory Selection Committee may be waived by the Provost and Vice-President (Academic) upon the request of the authorized appointing officer.

v. Qualified candidates for an Administrative Professional Officer position currently employed by the University should be given full in consideration for vacant positions.

#### e. TEMPORARY APPOINTMENTS

i. Selection procedures for the appointment of temporary academic staff will be at the discretion of the authorized appointing officer, as defined in the applicable staff agreement. It is highly encouraged that the appointing officer uses an Advisory Selection Committee to provide advice on the appointment.

### 3. PROCEDURES FOLLOWED BY ADVISORY SELECTION COMMITTEES

a. Internal procedures for Advisory Selection Committees for Faculty and Faculty Service Officers will be established by the appropriate Faculty Council.

i. In assessing candidates for faculty positions, Deans will direct all Advisory Selection Committees to establish methods to examine and assess a candidate's teaching experience and teaching potential appropriate to the duties of the position and the specific requirements of the discipline.

b. Internal procedures for Advisory Selection Committees for Librarians will be established by the Library Council.

c. Internal procedures for Advisory Selection Committees for APOs and, if used, for Temporary Appointments, will be established by the authorized appointing officer or delegate.

### 4. COMPOSITION OF ADVISORY SELECTION COMMITTEES FOR FACULTY and FACULTY SERVICE OFFICERS

The composition of the Advisory Selection Committee will be as follows unless changed by the Faculty Council. If the Faculty changes the composition, the Dean must inform the Provost and Vice-President (Academic) in writing.

a. Composition of Advisory Selection Committee for faculty appointments to departmentalized Faculties.

i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean or other delegate of the Dean), determined in consultation with the Department Chair;

ii. The Department Chair or delegate;

iii. One or more full-time faculty members from within the Department (including joint appointments) who are to be selected according to procedures approved by the Faculty Council;

iv. One or more full-time faculty members from outside the Department who are selected by and according to procedures approved by the Faculty Council; and

v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee where the members consider such representation appropriate. The Advisory Selection Committee will be responsible for determining what is meant by a "relevant professional body". The Chair of the Advisory Selection Committee will be responsible for informing the Provost and Vice-President (Academic), of the name and affiliation of any representative added to the Advisory Selection Committee under this section.

b. Composition of Advisory Selection Committee for faculty appointments to non-departmentalized Faculties

i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean, or other delegate of the Dean);

- ii. The head of the Appropriate Division or Unit of the Faculty, where appropriate;
- iii. One or more full-time faculty members from within the Faculty (including joint appointments) selected by and according to the procedures approved by the Faculty Council;
- iv. One or two full-time faculty members from outside of the Faculty selected by and according to the procedures approved by the Faculty Council; and
- v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee where the members consider such representation appropriate. The Advisory Selection Committee will be responsible for determining what is meant by a “relevant professional body”. The Chair of the Advisory Selection Committee will be responsible for informing the Provost and Vice-President (Academic), of the name and affiliation of any representative added to the Advisory Selection Committee under this section.

c. Composition of the Advisory Selection Committee for the appointment of Named Research/Teaching Chairs.

Prior to the commencement of the selection process, the Faculty will ensure that the Provost and Vice-President (Academic) has been advised (in writing) of any changes in the composition of the Advisory Selection Committee.

d. Composition of the Advisory Selection Committee for the appointment of Faculty Service Officers

- i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean or other delegate of the Dean);
- ii. The Department Chair, if any; and
- iii. Such other members as the Dean and Department Chair, if any, may consider necessary.

**5. COMPOSITION OF ADVISORY SELECTION COMMITTEES FOR LIBRARIANS**

- a. The Administrative Librarian responsible for personnel, as Chair;
- b. The supervisor;
- c. One staff member from the unit involved selected by the Chair;
- d. One staff member of the Library, selected according to procedures approved by the Library Council; and
- e. Other persons as deemed necessary by the Chief Librarian following consultation with the Committee.

**6. COMPOSITION OF ADVISORY SELECTION COMMITTEES FOR ADMINISTRATIVE PROFESSIONAL OFFICERS**

- a. The composition of the Advisory Selection Committee will be at the discretion of the authorized appointing officer or delegate, and will normally consist of at least three individuals.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

**Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary**

See *Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues (categories A1.0 to A3.4)*

<b>Appointments</b>	
<b>Joint Appointment</b>	Academic Staff under Categories A, B or C of the <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff</i> and Colleagues who are appointed to more than one University department with a designated home department within the University.

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[References - Collection and Verification of Applicant Information Form](#)

## **RELATED LINKS**

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There are no related links for this Procedure.