

## **Faculty of Arts: Selection Committee Procedures**

- a) Selection committees will be composed of at least three voting members and the Chair. Selection committees are chaired by the Dean of Arts or designate. The Chair is responsible for ensuring adherence to Articles 4, 7, 8, and 31 of the Collective Agreement and is a non-voting member.
- b) Selection committees will normally include all continuing members of the department or program (e.g. tenured members, tenurable members, members holding endowed chairs, instructional associates, members holding term positions whose contract at initial appointment exceeds one academic year). Department members on sabbatical leave may participate in the hiring process in a manner consistent with Article 21.40 of the Collective Agreement.
- c) After determining the number of department/program members available and eligible to serve on the selection committee, the Dean will forward a request for nominations to the AFC Nominations Committee based upon the following requirements:
- If no department/program members are available/eligible, five nominations will be sought
  - If one department/program member is available/eligible, two nominations will be sought
  - If two department members are available/eligible one nomination will be sought
  - If three or four department members are available/eligible, nominations will be sought sufficient to establish a five-person committee (exclusive of the Chair)
  - If five or more department members are available/eligible, two additional nominations will be sought
- d) In constituting selection committees, the spirit and the letter of Article 31 of the Collective Agreement will be adhered to. All selection committees will include at least one voting member who self-identifies as woman or another minoritized gender. Selection committees with five or more members normally will include a minimum of two voting members who self-identify as women or another minoritized gender. All selection committees must recognize and commit to the objective of equitable opportunities for equity-deserving groups minoritized by gender and sexual identity (transgender and cisgender women, non-binary people, and members of the 2SLGBTQIA+ community).
- e) Selection Committee members including the Chair will have participated in faculty recruitment training within forty-eight (48) months prior to the recruitment process.
- f) Members shall not serve as non-departmental members on selection committees for more than one department in any one academic year (e.g. serving as the non-departmental member for two selection committees in one department is permitted).
- g) Members who are in a conflict of interest shall resign from the selection committee (see, for instance, Collective Agreement between Brandon University and Brandon University Faculty Association, definitions; Board of Governor's Conflict of Interest By-Law 10, Brandon University Conflict of Interest in Research Policy). Bearing in mind Article 31, its obligations to all applicants, and the point in the selection process where the resignation from the committee occurred, the Selection Committee shall determine if the member who resigned is to be replaced. This determination shall be established by a simple majority vote of the committee members. Normally, only non-departmental members of the selection committee will be replaced.

- h) As per 7.1 (e) of the Collective Agreement, the selection committee will formulate any questions they wish the Dean to pose to referees during his reference checks. The committee shall also advise the Dean whether the reference check shall be done by telephone interview or by email which can be shared in the Dean's report back to the committee.
- i) Once individual members of the selection committee have reviewed applicants' dossiers, the committee will meet to determine a shortlist of candidates. The number of candidates to be interviewed will be determined by the Dean in consultation with the selection committee.
- j) The selection committee shall establish a series of questions appropriate for the position that will be directed to each candidate during the interview process. While each candidate will be asked the questions established by the selection committee, members of the selection committee may pose additional questions for the purpose of clarification and expansion. All questions must be consistent with the Collective Agreement and applicable legislation.
- k) During the job interview process a shortlisted candidate undertake one or both of the following as determined by the selection committee:
1. Present a lecture on an assigned topic as a demonstration of teaching skills. This lecture will be open to members of the university community.
  2. Make a presentation on their choice of research interest, open to members of the university community.
- l) During the job interview process, all shortlisted candidates will:
1. Sit for a formal interview conducted by the selection committee.
  2. Be provided with an opportunity to meet with the Faculty of Arts BUFA representative or alternate as selected by the Faculty Union.
  3. Meet with the Chair of the selection committee and receive a link or a copy of the current collective agreement.
  4. Selection committees may approve additional requirements to the process.
- m) Students and faculty attending public lectures will be invited to submit written comments. These comments, when signed, shall form a part of the evidence considered by the selection committee. Additionally, students will be invited to contribute less formally to the selection process if they wish by sharing their comments verbally with members of the selection committee. In the case of the Department of Rural Development, at the Department's request, a graduate student in the Master of Arts (Rural Development) program, selected by students, may be added as a full voting member of the selection committee. As a member of the selection committee, this student is required to undertake faculty recruitment training.
- n) The selection committee then meets, votes, and makes a formal recommendation, including initial rank and step, to the Dean.