

Faculty of Arts: Selection Committee Procedures for Regular and Term Appointments

Article 15.4.1.a of the Collective Agreement between Brandon University and Brandon University Faculty Association, effective 1 April 2023 to 30 March 2027, states:

The Dean/Director will advise the Department, in writing, when a position is to be filled and shall indicate the type and duration of appointment that the Employer is committed to make. The type and duration of appointment will take into account the recommendation of the Department. A Selection Committee, composed of Members **chosen according to procedures approved by the appropriate Faculty or Unit** and Chaired by the Dean/Director (or, in the event of a conflict of interest or extended absence only, a designate, who shall be another Member of the Faculty/Unit) shall be established for all regular and term appointments.

Moreover, according to Article 15.4.5.a, “each Dean/Director, in consultation with the Members of the Faculty/Unit, **shall develop minimum requirements for the interview process to be used for all searches in the Faculty/Unit.**”

“The Faculty of Arts: Selection Committee Procedures for Regular and Term Faculty” describes the procedures for the formation of selection committees and the minimum requirements for the interview process in the Faculty of Arts. These procedures are aligned with, but in addition to, the relevant Articles in the Collective Agreement.

Procedures for Tenure-track appointment selection committees:

The Dean of Arts Office will reach out to the department chair or program coordinator to gather names of continuing members of the department or program who are willing to serve on the selection committee. Continuing members may include tenured members, tenurable members, members holding endowed chairs, instructional associates, and/or members holding term positions whose contract at initial appointment exceeds one academic year. Department/program members on sabbatical leave may participate in the hiring process in a manner consistent with Article 25.10.18. If a member is retiring or resigning, they may not serve on the selection committee to hire their replacement, unless the department/program deems that exceptional circumstances warrant their appointment to the committee. Upon receiving the names of the department/program members appointed to the selection committee, the Dean will forward a request for nominations to the AFC Nominations Committee based upon the following requirements:

1. If no department/program members are available/eligible, three nominations will be sought amongst continuing members of an external department/program in Arts.
2. If one department/program member is available/eligible, two nominations will be sought amongst continuing members of an external department/program in Arts.
3. If two department/program members are available/eligible, one nomination will be sought amongst continuing members of an external department/program in Arts.
4. If three or four department members are available/eligible, nominations will be sought sufficient to establish a five-person committee (exclusive of the Chair)
5. If five or more department members are available/eligible, two additional nominations will be sought.

Procedures for Limited Term appointment selection committees:

The Dean of Arts Office will reach out to the department chair or program coordinator to gather names of continuing members of the department or program who are willing to serve on the selection committee. Selection committees will normally include two 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/program members on sabbatical leave may participate in the hiring process in a manner consistent with Article 25.10.18. If a member is retiring or resigning, they may not serve on the selection committee to hire their replacement, unless the department/program deems that exceptional circumstances warrant their appointment to the committee. If more than two department/program members wish to serve on the selection committee, they may do so. Upon receiving the names of the department/program members appointed to the selection committee, the Dean will forward a request for nominations to the AFC Nominations Committee based upon the following requirements:

1. If no department/program members have been appointed, three nominations will be sought amongst continuing members of an external department/program in Arts.
2. If one department/program member has been appointed, two nominations will be sought amongst continuing members of an external department/program in Arts.
3. If two department/program members have been appointed, one nomination will be sought amongst continuing members of an external department/program in Arts.
4. If three or four department/program members are appointed, nominations will be sought sufficient to establish a five-person committee (exclusive of the Chair)
5. If five or more department/program members are appointed, two additional nominations will be sought.

Interview Processes:

Candidates interviewed for regular and term appointments in the Faculty of Arts may 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.

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 BUFA Vice-President Equity.
3. Meet with the Chair of the selection committee and receive a link or a copy of the current collective agreement.

Moreover, selection committees may approve additional requirements to the process.

Students and faculty attending public lectures and/or presentations 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.