

MEMORANDUM OF AGREEMENT

Between:

**Brandon University
Employer**

-and-

**Brandon University Faculty Association
Union**

RE: Internal Applicants

WHEREAS Article 15.4.2 (g) and (h) in the 2023-2027 Collective Agreement set out provisions for an internal posting period for internal candidates as part of the selection process for regular and term appointments; and

WHEREAS the existing internal posting process is not well prescribed and interferes with the responsibility of the Dean/Director to ensure that a search is conducted in a manner consistent with best practices in hiring, as required by Article 15.4.1 (a), in that the internal candidate process may result in less than the prescribed three (3) candidates being invited to interview; and

WHEREAS the existing language in Article 15.4.4 (c) regarding the EDI self-identification questionnaire was previously amended by the Parties by way of a Memorandum of Agreement dated March 10, 2025;

The Parties agree to the revised text as follows:

15.4.2 Advertisement

(b) Advertisements shall clearly invite applicants belonging to the designated groups to apply. Advertisements will clearly indicate the possibility of establishing equivalencies for applicants with experiential/traditional career paths as per Article 15.2. In exceptional circumstances, such as when an external accrediting body requires a particular degree (e.g., in Nursing or Psychiatric Nursing), the requirement to include equivalency language shall be waived. The Dean and the Department shall jointly present a rationale to the Provost in order to obtain such a waiver. The advertisement must clearly invite applicants to contact the Chair of the Selection Committee for more information on how to establish equivalency. In establishing equivalency, all parties commit to completing this process with attention to timelines and making best efforts towards the successful recruitment of qualified candidates.

(c) For Indigenous-focused positions, the advertisement shall clearly indicate this requirement.

(d) Advertisements shall clearly invite qualified internal applicants to apply. Internal applicants are current full-time or part-time Members, Contract Academic Staff who hold RFR in one (1) or more courses in the Department identified in the advertisement, or the spouse/partner of a current full-time or part-time Member.

(de) Advertisements for positions approved in the staffing plan process shall normally be forwarded to Human Resources and the Union by 15 October.

(ef) Advertisements for positions approved outside of the staffing plan process shall normally be forwarded to Human Resources and the Union within three (3) weeks of constituting the Selection Committee.

(fg) Human Resources and the Union shall review the advertisement to ensure that it complies with the Collective Agreement and applicable legislation. If, after three (3) working days of receiving the advertisement, the Union has not expressed any concerns, the Employer may assume the advertisement is acceptable to the Union.

~~(g) Approved advertisements shall normally be distributed to Members through internal channels no later than one (1) week after being received by Human Resources. Qualified applicants that are current full-time or part-time Members, Contract Academic Staff who hold RFR in one (1) or more courses in the Department, or the spouse/partner of a current full-time or part-time Member shall forward their application materials to the Chair of the Selection Committee for review by the Committee during the internal posting week, and shall be considered internal candidates. If the internal posting results in an internal candidate or candidates that are deemed qualified, no external posting shall occur unless and until the Selection Committee declines to extend an offer to such an internal candidate(s) following a full interview.~~

~~(h) Where no candidate has come forward within one (1) week of the internal distribution, the advertisement shall be posted externally, normally no later than ten (10) days after the internal distribution.~~

(ih) Full-time and part-time positions shall be advertised in the CAUT Bulletin and University Affairs, unless the Department recommends otherwise, and other relevant publications and/or platforms as recommended by the Department and approved by the Dean/Director. As per Article 15.1.6, as recommended by the Department and/or Selection Committee, the Dean/Director shall send the advertisement to organizations within the profession or discipline which specifically represent the interests of designated groups in the profession or discipline, and to chairs of relevant university departments in Canada where practical.

(ji) Approved advertisements shall normally be distributed no later than one (1) week after being received by Human Resources. The advertisement will be posted externally on the University website. Such ads will normally be posted for a minimum of six (6) weeks, unless otherwise agreed to by the Parties. Copies of the advertisements shall also be sent to the Equity Review Committee.

15.4.3 Receipt of Applications

The Dean's/Director's Office is responsible for making applications available digitally to members of the Selection Committee. The Dean's/Director's Office will undertake reasonable measures to ensure that the Selection Committee members have convenient, secure, and unprejudiced online access to the digital applications. Applications are confidential and shall be maintained as such; no individual may create improper duplications and/or make improper uses of their contents.

15.4.4 Review of Applications

(a) Where applicable, the Selection Committee shall complete the equivalencies process as per Article 15.2 for each applicant who has requested an equivalency.

(b) The Selection Committee shall review all applications and develop a long list of applicants who align minimally with the qualifications for the position according to the advertisement. **The Dean/Director shall confirm the internal status of applicants as per 15.4.2(d).**

(c) The Dean's/Director's Office shall send the **EDI self-identification questionnaire** ~~names and emails to each~~ of the applicants on the long list, **directing applicants to return responses to the Diversity and Human Rights Advisor (DHRA).** ~~list to the Diversity and Human Rights Advisor (DHRA). The DHRA will send an EDI self-identification questionnaire to each applicant.~~ The questionnaires shall be collected and maintained in confidence by the DHRA.

(d) The DHRA shall inform the Selection Committee whether each applicant on the long list has self-identified in one (1) or more of the designated groups. No information connecting any applicant to a particular designated group shall be shared with the Selection Committee. The Selection Committee shall consider the qualifications as outlined in the advertisement and the EDI information provided by the DHRA and the Faculty/Unit EDI goals and plans (see Article 15.1) in determining which **external** applicants are invited to interview.

(e) **Qualified internal candidates shall be invited to interview. In addition, the Selection Committee may invite up to three (3) external candidates to interview as well. In instances where there are no qualified internal applicants,** the Selection Committee shall invite a minimum of three (3) **external** candidates to interview. In exceptional circumstances where the Selection Committee identifies fewer than three (3) candidates (**internal and/or external**) to interview, the Selection Committee will provide JAC with a justification **prior to the interviews being scheduled.**

(f) Budget shall not be the sole determining factor in inviting fewer than three (3) candidates to interview.

(g) For Indigenous-focused positions, the Chair of the Selection Committee shall ensure that Indigenous identity is substantiated for shortlisted candidates according to Article 6.3.

15.4.5 Interview and Reference Checks

(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. Interviews shall be in person. The interview experience of each applicant shall be as consistent as possible.

(b) The Selection Committee will develop a list of relevant questions that it would like all interviewed applicants to address. In developing interview questions, the Selection Committee may seek guidance from the Equity Review Committee and/or the DHRA. Each candidate will be asked only the questions established by the Selection Committee; members of the Selection Committee may pose additional questions for the purposes of clarification only. All questions must be consistent with the Collective Agreement and applicable legislation.

(c) Each applicant interviewed shall, at the time of the interview, be provided with a copy of this Collective Agreement and a scheduled time to meet with the BUFA Vice-President—Equity or designate.

(d) Indigenous applicants and applicants to Indigenous-focused positions shall also be invited to meet with an Indigenous representative (e.g., BUFA Member-at-large—Indigenous, Knowledge Keeper).

(e) Reference checks shall be conducted by telephone or video conference by the Dean/Director for the interviewed applicants. The Selection Committee shall develop a list of relevant questions that it would like the referees to address. These questions must be consistent with the Collective Agreement and applicable legislation. The Dean/Director shall share the findings of the reference checks in writing with the Selection Committee before the Committee makes its final recommendation. The reference checks may occur before the interviews are complete, but the findings shall not be shared with the Committee until all interviews are complete.



On behalf of the BUFA

Print Name: Dr. Gautam Srivastava

March 11, 2025

Date:



On behalf of BU

Print Name: Dr. Kofi Campbell

March 11, 2025

Date: