**Once approved to recruit for a Faculty Vacancy:**

**Prepare Faculty Vacancy Posting**(Dean’s office)

* Guided by job descriptions within the BUFA Collective Agreement
* Posting to have Dean/Director and Human Resources approval
* Distribute campus-wide
* Post on BU Careers webpage
* All other external advertising, use HR ADworks
* Actively seek diverse candidates

**If Declined:**

* Committee to determine if alternate candidate is to be offered employment

**Form Selection Committee**(Dean’s office)According to Article 7.1 (a) BUFA Collective Agreement

* Chair or HR representative to brief committee of its obligation to confidentiality, equity, diversity, and fairness
* Have a diverse committee who are aware of biases and conflict of interest
* Create interview questions – mindful of *Manitoba Human Rights Code*

**If Yes:**Make an offer of employment

**If No:**
Declare failed search and /or Consider re-posting

**Reference Checks**

* Chair does the confidential reference checks
* Notes on all reference checks are retained

**If Accepted:**

* Proceed with Request for Contract (Dean’s office to HR)
* Phone unsuccessful candidates who were interviewed (Dean’s office)
* Optional: Letters to all applicants (Dean’s office)
* **MUST** Retain all interview documents including rubric for assessing qualifications, applications, schedule, itineraries, interview questions, notes, presentation feedback for **eighteen months** - can be kept electronically

**Select Candidate**

* Chair makes offer of employment to candidate
* Ensure offer is consistent with experience and job description, including internal equity

**Interviews
(Selection Committee)**

* Introduce committee members to candidates
* Interview candidates and be aware of your own biases
* Retain individual committee members’ notes & feedback
* Rank candidates (top choice, acceptable second choice, etc)

**Screening Applications**(Selection Committee)

* Create rubric for assessing qualifications based on vacancy posting
* Short-list applicants, remembering to check for diverse representation, and select candidates for interview
* Arrange interview dates & times (Chair)
* Determine itineraries for candidates