

# Nipissing University

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Policy Name	<b>Faculty Selection Procedures</b>
Responsible Department	
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## **Guidelines for Faculty Selection Procedures**

### **1.0 Establishing Search Committees**

1.1 Search committees are of two types. Tenure track positions require the establishment of a Senate search committee, while non-tenure track positions do not require Senate search committees and can be filled by administrative appointments. Notwithstanding the above, however, search committees for non-tenure track positions should, under normal circumstances, include representatives elected by Senate. The Dean of the faculty concerned should have some discretion in interpreting the meaning of "normal" in this instance but should be prepared to justify any decision not to elect Senate representatives. (In most cases, this would be due to time constraints during the summer when Senate does not meet.)

1.2 Normally, search committees for both tenure track and non-tenure track positions should be comprised of tenured faculty members. However, exceptions should be made as necessary to ensure appropriate representation from the particular discipline(s) concerned.

1.3 Not all search committees need have identical composition.

- a. The composition of the Senate Search Committees in Arts and Science should include a minimum of three tenure track or tenured continuing faculty members chosen by the discipline(s) concerned, the Dean or Associate Dean (non-voting), a faculty senator (tenured or tenure track) chosen from outside the discipline(s) and department(s) and elected by Senate, a student chosen by the faculty members of the committee (an upper year student in good academic standing).
- b. The composition of the Senate Search Committees in Education should include the Dean, two tenured faculty members from the faculty concerned with at least one

from outside the discipline(s) concerned and one tenured faculty member from the other faculty when and where practicable.

All search committees must have voting faculty representation from both sexes.

If a member of the Search Committee is absent for an interview of one of the candidates, she/he shall not participate in the voting or deliberation process as each voting committee member must be in a position to weigh the merits of each candidate prior to making a recommendation. However, if the search process involves other rounds of interviews and voting, the member may participate in the voting or deliberation for those subsequent rounds.

In the case of Senate-established search committees for tenure track positions, additional members from the discipline(s) concerned should be added by Senate motion as necessary.

1.4 Under normal circumstances, a faculty member who is leaving the full-time employment of the university is not eligible for membership on Senate established Selection Committees in his/her discipline.

## **2.0 Committee Procedures: Advertising**

2.1 Advertisements should be worded to ensure attracting the broadest range of candidates without diluting the specific requirements of the position.

2.2 Advertisements should indicate the nature of the position. Positions should be described as either:

- a. "limited term position. Only limited term appointment will be available"
- b. "Tenure track position. Nature of appointment commensurate with qualifications" or
- c. "Tenure track position. Initial appointment to this position restricted to limited term."

2.3 Under normal circumstances all tenure track positions are nationally advertised (see later section on dealing with incumbents for exception).

2.4 All advertisements should clearly state the position description and the list of desired qualifications for a position.

2.5 Advertisements should be placed as early as possible in the academic year, but normally no later than the middle of January.

2.6 The latest date for receiving applications is normally six weeks after the publication date for advertisement.

### **3.0 Committee Procedures: Criteria**

3.1 The selection criteria for all search committees at Nipissing University consist of the three criteria and their descriptions as identified in Nipissing University APT document.

Two additional interpretations of these criteria are appropriate for selection procedures.

- a. The committee may give consideration to the issue of 'potential' when evaluating or comparing candidates for appointment. That is, the candidate who appears "on paper" to be the best candidate in the short term, may not be assessed by the committee as the candidate with the best long term potential.
- b. Achievement of equity must be taken into account in Selection Committee deliberations.
- c. In the case of two equally acceptable candidates, achievement of employment equity will determine the choice.

3.2 Records should be kept by the committee chairperson of the assessment procedure used by the committee. Summary assessments of the three criteria for each shortlisted candidate should be held by the Dean's office for one year.

### **4.0 Committee Procedures: Dealing with Candidates**

4.1 Each committee is free to establish its shortlisting procedures; however, those procedures must ensure that when qualified candidates are available, both genders are represented on the shortlist. Similar shortlisting and interviewing procedures must be used for each candidate.

4.2 Candidates shall normally supply references of which three shall be heard from by the committee for candidates to be interviewed.

4.3 Candidates not selected for interviews should be informed as soon as possible. It is not necessary to inform unsuccessful candidates of the reasons why they have not been selected for interview.

4.4 For all Senate Search procedures, there will be a requirement that shortlisted candidates present a lecture on an aspect of the candidate's discipline.

4.5 Candidates selected for interview should be made aware of the interview procedure, the criteria being addressed and the nature and the description of the specific position for which they are being interviewed.

4.6 Candidates who are interviewed but not selected need not be told in any specific manner the reason(s) why they were not selected for the position. However, the Dean will

be authorized if requested by the candidate, upon receipt of the committee's recommendation and a summary of the committee's assessment procedures, to provide each unsuccessful interviewed candidate with a generalized statement of the candidate's strengths and weaknesses with regard to the position under consideration.

4.7 Voting will normally be through an open voting procedure. However, a secret ballot may be called for by any member of a selection committee.

## **5.0 Procedures: Dealing with Incumbents**

The following are procedures regarding different types of incumbents in different types of circumstances.

5.1 Incumbent with limited term appointment in a non tenure track position:

If the position is converted to tenure track, the incumbent has the same rights and privileges as all other candidates. The committee is normally required to nationally advertise to fill this position.

5.2 Incumbent with limited term appointment in tenure track position:

All tenure track positions are normally nationally advertised when they become vacant, in this case at the end of the incumbent's limited term appointment. However, in this case the search committee can be given some discretion depending upon the recommendation of the previous Senate search committee for this tenure track position.

- a. If the previous committee recommended the incumbent for a probationary or tenure track appointment, the current committee has the option of considering the incumbent prior to a decision to nationally advertise. If a decision is made to nationally advertise the incumbent would have the same rights and privileges as all other candidates.  
or
- b. If the previous committee for this tenure track position did not recommend a probationary or tenure track appointment, then the position would normally be advertised and the incumbent (currently on a limited term appointment) would have the same rights and privileges as all other applicants. (as in 5.1 above)

All search committees for tenure track or non-tenure track positions shall report to Senate. In the case of Senate-established search committees for tenure track positions, all recommendations for tenured or probationary appointments will be approved by Senate for recommendation to the President. Limited term recommendations will be reported to Senate for information and forwarded to the appropriate Dean.

In the case of Senate-established search committees for non-tenure track positions, all recommendations for limited term or other appointments shall be reported to Senate for information.