



SIMON FRASER UNIVERSITY
Policies and Procedures

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Academic Appointments

PREAMBLE

The quality of academic appointments substantially defines the quality of the University. This policy sets out procedures which are designed to recruit the best possible candidate for appointment according to the policies of the University.

In view of the importance of academic appointments, departments ar

4. Non-Advertised Positions

In exceptional circumstances, a department may seek permission to proceed other than by way of an advertised search, for example, Tier 1 Canada Research Chairs or spousal appointments. A written request for an exemption must be submitted to the Dean, along with a detailed recruitment plan for the position. If a candidate has already been identified, the candidate's curriculum vita should accompany the request. If the Dean supports the request he/she should forward it to the Vice President, Academic, whose decision is final.

5. Candidates for Higher Degrees at Simon Fraser University

- a. A person who is a candidate for a degree at Simon Fraser University may not be appointed as a Senior Lecturer, Lecturer, Laboratory Instructor, Instructor, Assistant Professor, Associate

C.6 Language Instructors and Continuing Language Instructor (T.S.S.U. Collective Agreement)

C.7

3. Search Process

3.1 The Search Committee shall prepare a specific description of the position including the rank, an advertisement and a statement of the proposed recruiting plan, forward these to the Dean for review and approval, and carry out the approved recruiting. Advertisements shall contain University approved wording regarding employment equity and immigration regulations.

3.2 Applicants shall be asked to submit a curriculum vitae, the names of at least three referees from whom confidential letters of reference will be sought, and a statement of reasons for applying for the position. The Committee may seek further information concerning the candidates.

3.3 Following the advertising period, the Search Committee shall:

- a. review the applications and develop a short list which normally shall consist of three candidates. A Search Committee may short list a different number of candidates with the prior approval of the Dean. Only those holding or those eligible to be promoted to the advertised rank may be included on the short list;
- b. arrange for the visit of the short listed candidates. Each visit shall include an interview, presentation of a seminar on the candidate's research, a guest

4.2 The Dean shall review the recommendation for appointment and,

- a. if he/she concurs, the Dean shall forward the recommendation together with his/her comments to the Vice-President, Academic.
- b. if he/she does not concur, the Dean shall refer the recommendation to the Department Chair for consultation or reconsideration, and if after such consultation or reconsideration, the Dean does not concur with the recommendations of the Department Chair, he/she shall attach his/her comments and forward both documents to the Vice-President, Academic.
- c. If the recommendation for appointment exceeds the budget or rank authorization given by the Dean, the Dean may reject the appointment recommendation and no appointment shall be made.

4.3 Vice-President, Academic

The Vice-President, Academic, shall review the recommendations of the Chair and Dean together with supporting documentation,

- a. if he/she supports the Department's recommendation for appointment, shall forward the recommendations to the President, or
- b. if he/she does not support the Department's recommendation for appointment, he/she shall refer the recommendation to the University Appointments Committee for consideration.

4.4 University Appointments Committee

The University Appointments Committee shall consist of six members of the Faculty College selected in accordance with A 11.04, section 4.4. The Committee shall elect its Chair. A member of a search committee may not also be a member of the University Appointments Committee. A quorum is three members.

The University Appointments Committee shall consider each case and shall either recommend a candidate for appointment in accordance with the recommendation of the Department Chair or refer the matter to the Department Chair with specific recommendations for further action.

4.5 President

The President shall consider the recommendation from the Vice-President, Academic, or the University Appointments Committee, as the case may be, and

- a. if he/she concurs, the recommendation shall be forwarded to the Board of Governors for action, or
- b. if time is of the essence, he/she may consult with the Chair of the Board and finalize an appointment. Such action must be reported to the next convenient meeting of the Board of Governors for information, or
- c. if he/she does not concur, the recommendation shall be returned to the Vice-President, Academic with specific recommendations for further action.

4.6 Appointment

When an appointment has been approved by the Board of Governors or by such means as the Board has authorized, the President shall convey a written offer of appointment to the candidate. The appointment letter will inform the appointee of the terms and conditions of his/her appointment, including rank, salary, duration of appointment, nature of services expected and, where applicable, length of time before consideration for contract renewal or tenure.

Please consult A 10.02 Technical Appointment Procedures for details.

5. Review of the search process and recommendation for appointment

5.1 Unsuccessful applicants to Category A. 1 positions may request that the University Appointments Committee review the search process. This request must be submitted within three months of the date the applicant received notification that he/she was not recommended for appointment. If the University Appointments Committee has already considered the appointment, the President shall constitute another body with similar composition to review the case. The University Appointments Committee shall determine its own procedures.

5.2 The University Appointments Committee shall review cases raised by unsuccessful candidates only on the grounds listed in a), b) and c). If the case does not fall in one or more of these categories, the Committee shall dismiss the case. The grounds for review which will be considered by the Committee are:

- a. that a procedural irregularity occurred during the appointment process which was likely to have materially influenced the recommendation with regard to the unsuccessful candidate;
- b. that bias on the grounds of personalnm6-4.8(s)-e1.4(is)7(toc 06 -1.218831 0 TDG1 Tc

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- C.4 Sessional Instructors (T.S.S.U. Collective Agreement)
- C.5 Teaching Assistants (T.S.S.U. Collective Agreement)
- C.6 Language Instructors and Continuing Language Instructors (T.S.S.U. Collective Agreement)
- C.7 DISC Supervisors, Markers and Tutors (T.S.S.U. Collective Agreement)
- C.8 DISC Supervisors, Markers and Tutors (SFU Faculty and Staff)
- C.9 Associate Members (A 12.07)
- C. 10 Adjunct Professors (A 12.08)
- C. 11 University Research Associates (R 50.01)
- C.12 Faculty Associates and Program Coordinators in the Faculty of Education (A12.06)
- C. 13 Post-Retirement Appointments (A 12.10)

This procedure assumes the prior authorization of funding by the Dean. Furthermore, it is recognized that, while the Department Chair may discuss terms with potential candidates within established parameters, it must be explicit in such discussions that there is no commitment until an offer is conveyed from the Dean. No contract exists until the candidate has signed and returned a copy of the letter or form conveying that offer, or in the case of the appointment of a non-Canadian, until he/she has obtained the necessary documents which will allow him/her to take up the appointment.

A search may be undertaken where the budget has not been confirmed. In such cases, the advertisement shall state that the position is subject to funding, and a search may be discontinued at any stage prior to final approval.

Appointments to positions in the Teaching Support Staff Union (T.S.S.U.) bargaining unit should be concluded according to the terms of the Collective Agreement between the University and T.S.S.U.

1. Search Procedure

In the case of appointments to positions other than TSSU bargaining unit positions, the Department Chair, in consultation with the Appointments Committee of the department shall decide whether or not a search is necessary.

2. Search Committee

Where a search is undertaken, the department shall establish a search committee composed of faculty, faculty and non-faculty staff, or faculty and non-faculty staff and students (depending on departmental practice). Faculty shall constitute the majority of the Committee. Both genders shall be represented on the committee. The Chair of the Department shall be a member of the Committee and may chair the Committee. The Chair is a voting member of the Committee.

3. Selection Process

The search committee or Department Chair shall:

- a. develop a statement of the proposed recruiting plan, forward these to the Dean for review and approval, and carry out the approved recruiting;
- b. make a recommendation of a candidate or a ranked list of candidates.

4. Recommendation for Appointment

The Department Chair shall forward to the Dean a recommendation for appointment which shall include:

- a. a statement of the actual search and selection procedure, (if applicable) including actions taken to seek out members of designated groups;
- b. a copy of the advertisement used, (if applicable);
- c. a list of the candidates considered, (if applicable);
- d. a specific recommendation regarding the candidate or ordered candidates for whom approval is sought (including proposed position and salary step according to the appropriate policy), and for appointments requiring teaching, a statement on teaching ability;

- e. when a non-Canadian is recommended for appointment, the recommendation shall be accompanied by a statement detailing the reasons why the Canadian/Permanent Resident applicants were unsuitable;
- f. such additional information as the Chair considers relevant or the Dean requests;
- g. or category C.3 and C.9, concurrence is required either by the Chair of the faculty member's Department or, in the case of a staff member, his/her supervisor and the appropriate Vice-President.

5. Appointment

The Dean shall review the recommendation for appointment and, if he/she concurs, shall sign the appointment form and conclude the appointment. For further details, see A 10.02, Technical Appointment Procedures.

Interpretation

Section 14.1 of the Faculty Association Framework Agreement deals with matters of interpretation of this policy.

Faculty Search Tracking Report

Please complete a separate form for each faculty search in which a candidate turns down an offer from your department.

The form can be found at [Faculty Search Tracking Report](#).