

Policy Title:	<b>Hiring and Appointment of Faculty Policy</b>
Policy Number:	<b>1600</b>

**1. Policy Statement**

University of Niagara Falls Canada (UNF) is committed to hiring faculty with the qualifications required to fulfill the mandate of the university. The University will use fair, equitable and effective recruitment and selection practices that comply with legislative requirements.

**2. Purpose**

The purpose of this policy is to outline the standards and processes that will normally be observed in the hiring and appointment of academic faculty at the University. The desired outcomes are to appoint the most qualified and suitable applicants through fair and equitable selection processes that meet with legislative requirements and university policy. This policy requires that confidentiality and respect for the applicants is maintained throughout the process.

**3. Scope**

All applicants for faculty positions shall receive fair and equal consideration consistent with applicable federal and provincial legislation. This policy applies to all appointments to faculty positions at the University.

Faculty candidates should:

- Have completed, or be near completion of a doctoral or terminal degree in a discipline related to the discipline area taught with evidence of related scholarly work; or
- Hold a master’s degree related to the discipline with extensive related professional/ business experience; or,
- Hold both doctoral and master’s degrees with post-secondary teaching experience in the field.

Doctoral degrees are normally required for teaching or supervising graduate students. Related professional and/or business experience is an asset for all faculty positions. Exceptions to these requirements may be approved by the Vice President, Academic (VPA).

**4. Applicable Legislation**

- Canadian Human Rights Act.
- Personal Information Protection and Electronic Documents Act (“PIPEDA”).
- Ontario Human Rights Code.

## 5. Responsibility

### Vice President Academic

- It is the joint responsibility of the VPA, and the Manager of Human Resources to ensure that policies and processes for faculty recruitment and selection are fair, equitable and comply with relevant policies and legislation.
- The VPA is responsible for the implementation of the policy and for maintaining the currency of the policy.
- The VPA must authorize recruitment to all faculty positions. The President has the final authority to approve appointments to full-time faculty positions.
- The VPA is responsible for establishing the Selection Committees for full-time faculty appointments and for approving membership to the committees.
- The VPA is responsible for making the offer to the successful candidate through Human Resources.
- The VPA is responsible for ensuring appropriate orientation and training for new faculty members.

### Associate Dean

- Hiring sessional faculty and recommending final candidates to the VPA.

### Chair of the Selection Committee

- Leading the recruitment and selection process for full-time faculty positions, ensuring that the process is fair and unbiased and that selection committee members conduct themselves according to the policy and procedures. A selection committee may be created for sessional hires.
- Keeping accurate records of communications with the candidates, formal interviews, and the decisions of the committee.

### Selection Committee

- It is the duty of all members of the UNF community involved in the hiring process to ensure that the policy and procedures are followed, and that confidentiality is maintained.
- Performs due diligence with respect to the academic credibility of the credential granting institution for all qualifications claimed by faculty members.

### Human Resources

- Verifying transcripts or degree parchments for candidates. This includes ensuring the requirement to have on file evidence supplied directly to the organization by the granting agency of the highest academic credential and any required professional credentials claimed by faculty members.
- Training and educating Selection Committee members on best practices for hiring and interviewing.
- Training and educating Selection Committee members to identify and eliminate discrimination, harassment, and barriers to advancement for persons protected by Human Rights legislation.