




ACADEMIC HIRING COMMITTEE CHECKLIST

Recruitment Request	✓
<ul style="list-style-type: none"> • Complete the online Recruitment Request Form (in Carleton Central) and: <ul style="list-style-type: none"> • ATTACH Recruitment Justification for a Term Position OR Recruitment Justification for a New Position or to Replace a Retirement/Resignation (in intranet: Faculty Affairs Toolbox) • PLUS Departmental Ratios from OIRP website (Login is: your MyCarletonOne (MC1)) • PLUS the Academic Appointment Advertising form (in intranet: Faculty Affairs Toolbox) • For your consideration, you can also find the latest equity statistics for your Faculty on the OIRP website to review in planning your hire. 	
<ul style="list-style-type: none"> • For a new position or new funding, Financial Planning Group (FPG) approval is required. Not required for vacant positions due to retirement or resignation or term positions. 	
<ul style="list-style-type: none"> • For CRC positions, the Manager, Faculty Affairs will seek the approval of the Vice-President (Research and International) 	
<ul style="list-style-type: none"> • Upon approval by Provost, positions can be advertised immediately. 	
Hiring Committees – Membership	✓
<ul style="list-style-type: none"> • Ensure the membership selection process is fair, transparent and objective, communicated within the academic units, and (as appropriate) approved by the Department/Faculty Board. 	
<ul style="list-style-type: none"> • Include representation from tenured/confirmed and preliminary academics and from various fields/sub-disciplines represented in the unit or program. 	
<ul style="list-style-type: none"> • Have at least one male and one female member. • Make all reasonable efforts to reflect the University community at large in terms of gender, visible minority and Indigenous status, and disability. • (Statistics by occupation are available on the OIRP website). 	
<ul style="list-style-type: none"> • Include an academic from another academic unit or teaching area group (Spratt). 	
<ul style="list-style-type: none"> • Ensure the Hiring Committee membership approved by the Dean. 	
Hiring Committee – First Meeting	✓
<ul style="list-style-type: none"> • Academic Hiring Training, including Equity, Diversity, Unconscious Bias, and Assessment Guidelines, is available by contacting the Manager, n Affairs 	
<ul style="list-style-type: none"> • Review key documents (available on the Provost’s Website – Faculty Resources – Policies and Procedures) <ul style="list-style-type: none"> • Academic Hiring and Policy Procedures • CU/CUASA Collective Agreement • Academic Recruitment Guide – Equity Counts* to be updated • Equity Data for your Department from OIRP website (Login is: your MyCarletonOne (MC1) login) • Guidelines on the Retention and Disposal of Faculty Personnel Records 	
<ul style="list-style-type: none"> • Review the Confidentiality and Conflict of Interest form (in intranet: Faculty Affairs Toolbox) 	




ACADEMIC HIRING COMMITTEE CHECKLIST

Advertising	
<ul style="list-style-type: none"> • The Manager, Faculty Affairs will ensure that: <ul style="list-style-type: none"> • Standard advertising text is used, including the statements: <ul style="list-style-type: none"> • “Carleton University is committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions”; and • “All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority”. • Advertisements are posted in Universities Canada University Affairs, the CAUT Bulletin, Carleton’s Provost’s website, send to CUASA and CUPE 4600, Unit 2 and (as appropriate) the Job Bank (for academic management positions) 	
<ul style="list-style-type: none"> • For CRC appointments, other text may apply (please see the Academic Appointment Advertisement Form) and will include an equity census link that the Manager, Faculty Affairs will include in the advertisement. 	
<ul style="list-style-type: none"> • All advertisements must be recent (ie maximum 12 months between advertisement and start date). 	
<ul style="list-style-type: none"> • Where an international candidate holds a term appointment and the University wishes to transition this employee to a permanent positing or for an international Banting Postdoctoral Fellow, should a Labour Market Impact Assessment be required, the University must re-advertise the position. 	
<ul style="list-style-type: none"> • Seek additional opportunities to advertise, including the four designated groups: women, Indigenous peoples, persons with disabilities, and racial or visible minorities. (The Manager, Faculty Affairs, Director, Equity Services, and /or the Director, CORIS can provide support for advertising and interviews as required.) 	
<ul style="list-style-type: none"> • Ensure other advertisements link to the full advertisement on the Provost’s website 	
Confidentiality and Access to Candidate Files	
<ul style="list-style-type: none"> • Ensure that candidate dossiers are kept confidential, including: letter of application, referees’ letters, teaching dossiers, portfolio samples. 	
<ul style="list-style-type: none"> • Inform candidates that documents publically available, such as CVs may be made available to the academic unit and the University community. Reference letter cannot be made available under any circumstances. 	
<ul style="list-style-type: none"> • Provide access to candidate files to the Dean and Provost. 	
Shortlists	
<ul style="list-style-type: none"> • Submit a shortlist of candidates and anticipated expenses to the Dean (typically 3) • Hiring Committee Chairs/secretaries can submit information about shortlisted candidates to the Manager, Faculty Affairs via the online form (in intranet: Faculty Affairs Toolbox) 	
<ul style="list-style-type: none"> • For CRCS, the Dean must also seek the approval of the shortlist by Vice-President 	

ACADEMIC HIRING COMMITTEE CHECKLIST

(Research and International)	
<ul style="list-style-type: none"> Upon approval by the Dean, Manager, Faculty Affairs will send: 1) an information package; and 2) a welcome letter from the Provost that will also fulfill Carleton's Collective Agreement and other legal hiring requirements. (As required, this letter may also be used to secure a travel visa for interviews.) The letter will include the candidate's Banner ID 	
Candidate Visits	✓
<ul style="list-style-type: none"> Ensure that any requests for right to accommodation during the interview process are addressed. (The Manager, Faculty Affairs can provide assistance as required.) 	
<ul style="list-style-type: none"> Ensure the core itinerary for candidate visits is identical 	
<ul style="list-style-type: none"> Candidate visits may include: <ul style="list-style-type: none"> formal interview with the hiring committee, at which the same questions are asked of each candidate a teaching demonstration (if possible) a public presentation of the candidate's research or other scholarly activity (as appropriate) an opportunity to meet with other academic colleagues an opportunity to meet with students a meeting with the Departmental Board and Management Committees (as appropriate); a private meeting with the unit/program Chair/Director a meeting with the hiring Dean or designated representative for CRCs, a meeting with the Vice-President (Research and International) or designate a meeting with the Manager, Faculty Affairs an offer of a visit to the CUASA office (if the candidate desires) other optional activities: informal social events; a meeting with a representative of the Library; a meeting with a representative of Office of the Associate Vice-President (Teaching and Learning); a campus tour. 	

ACADEMIC HIRING COMMITTEE CHECKLIST

Candidate Selection	
<ul style="list-style-type: none"> • Recommendations are based on the applicant’s dossier and interviews 	
<ul style="list-style-type: none"> • Submit a report to the Dean with a rank-ordered list of recommended candidates and a summary of the Hiring Committee’s procedures. Supplementing the requirements outlined in the policy, the recommendation should also document: <ul style="list-style-type: none"> • If current CUASA members applied for the position, whether they were interviewed or not and, if a CUASA member is not recommended, how the recommended candidate’s qualifications are “demonstrably superior” • If the recommended candidate is American or Mexican or an international CRC, how the recommended candidate’s qualifications are “demonstrably superior” to candidates that are Canadian/Permanent Residents • If the recommended candidate is International, how the recommended candidate is the only qualified candidate based on the advertised requirements and why the top three Canadian/Permanent Resident candidates are not qualified 	
Appointment and Acceptance Procedures	
<ul style="list-style-type: none"> • Complete the online Academic Appointment Form(in Carleton Central) and: <ul style="list-style-type: none"> • ATTACH the CV • PLUS the letter of application • PLUS the recommendation from the hiring committee 	
<ul style="list-style-type: none"> • The Dean is responsible for negotiations with the recommended candidate and forwarding the terms of negotiation (in intranet: Faculty Affairs Toolbox) confirmed by the candidate to the Provost. 	
<ul style="list-style-type: none"> • If a recommendation for an international candidate is approved, the Manager, Faculty Affairs will require additional information from the Chair/Director, including: the number of applications received from Canadians/permanent residents; the number of Canadians/ permanent residents interviewed; the number of Canadians/ permanent residents offered the position; the number of job offers declined by Canadians/ permanent residents; the number of Canadians/ permanent residents not qualified for the job; and for each unsuitable Canadian/ permanent resident, an explanation why the candidate did not meet the requirements of the position. 	
<ul style="list-style-type: none"> • For CRC appointments, the Manager, Faculty Affairs will seek the approval of the Vice - President (Research and International). 	
<ul style="list-style-type: none"> • The Provost and Vice-President (Academic) will make the final offer of employment. 	
New Academics Orientation and Mentoring	
<ul style="list-style-type: none"> • All new academics are invited to meet with the Manager, Faculty Affairs 	
<ul style="list-style-type: none"> • Make every effort to welcome and facilitate orientation for new academics 	

ACADEMIC HIRING COMMITTEE CHECKLIST

Clarification about Making Candidate Recommendations:

Candidates holding a CUASA term appointment: Article 37.6 - "In departments or equivalent where a preliminary or permanent position is to be filled, a term appointee then employed by the University shall be given preference over any other applicant from outside the University, providing that his/her qualifications and experience are demonstrably equal to those of the best external applicant who meets the requirements of the position". A term appointee, who applies and meets the qualifications and experience for the position, should be interviewed. However, an external candidate with demonstrably superior qualifications and experience can be hired. This should be reported in the hiring committee report. Further, if a term appointment applied for the position, but was not interviewed because he/she did not meet the qualifications and experience, this should also be documented.

Candidates holding a CUPE 4600, Unit 2: Article 27 - Professional Advancement clarifies that these candidates should be considered external.

Employment Equity considerations (women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities): In accordance with Employment Equity in Recruitment and Selection for Academic Appointments at Carleton University, "Where the qualifications of two candidates for appointment are demonstrably equal and one of the candidates is a member of a group that is under-represented in continuing appointments in the unit, then the candidate from the under-represented group should be offered the position". Statistics by occupational profession are available on the OIRP website.

American/Mexican candidates (NAFTA) and Canada Research Chairs: The search committee must: i) in accordance with our advertisements give Canadians and permanent residents priority; and ii) in accordance with the CU/CUASA Collective Agreement, demonstrate that the international candidate's qualifications are "demonstrably superior to those of any Canadian candidate" based on the advertised qualifications. The recommendation should outline how the recommended candidate's qualifications are "demonstrably superior" to Canadian/Permanent Residents.

International candidates: For an international candidate for professorial, instructor, or librarian position or a candidate for an academic management position, the search committee must: i) in accordance with Citizenship and Immigration Canada (CIC), demonstrate "that there is no Canadian worker available to do the job" based on the advertised qualifications. The recommendation should outline how the recommended candidate meets the qualifications based on the advertised requirements and why the top three Canadian/Permanent Resident candidates are not qualified.