

## ABOUT YOUR EMPLOYMENT AT THE UNIVERSITY OF SASKATCHEWAN

# APPOINTMENT PROCEDURES

Articles 13.5 & 13.6 of the Collective Agreement between the University of Saskatchewan and the USFA

All appointments to the faculty, except Sessional Lecturers, are made by the Board in accordance with procedures specified in the Collective Agreement. Appointments of Department Heads and Assistant Deans follow the same procedures with a few differences.

## FACULTY APPOINTMENTS

### *Search Committee Responsibilities (Article 13.5.1)*

Search committees are responsible for seeking suitable candidates for faculty appointments through advertising (Article 13.4). They are responsible for:

- reviewing academic credentials, scholarly work, teaching experience, letters of recommendation and any other relevant information about candidates;
- setting terms of reference and composition of any search subcommittee; and
- recommending an appropriate starting rank and starting salary along with a recommendation for appointment.

A Search Committee must:

- vote on the question: “Shall appointment be recommended?” by secret ballot at the final deliberative Search Committee meeting.
- recommend an appropriate starting rank and salary (Article 18.2.6).
- determine how to maintain secrecy of the ballot when a Committee member is participating by simultaneous audio and/or video technology (Article 10.10). Participation in deliberative meetings is required to use a mail or email ballot.
- make every effort to seek candidates from the designated groups (Aboriginal people, visible minority people, people with disabilities and women) and report such efforts (Article 13.5.1.14).

**No faculty appointments are made without a positive recommendation from the Search Committee.**

### *Who are Search Committee Members?*

All in-scope faculty holding probationary, continuing status or tenured appointments are eligible Search Committee members. Quorum is a majority of eligible members and must be no less than five. When less than five, College Review Committees (CRCs) co-opt faculty from cognate departments to be on the committee. Committee members excluded because of leave or conflicts of interest (Article 10.9) do not count towards quorum. A Committee member who is on leave may, if present, participate and vote.

Participation is by personal attendance or by simultaneous audio and/or video technology (Article 10.10).

Search Committees in departmentalized colleges are chaired by Department Heads and include a cognate Department Head as an observer with voice and no vote. In non-departmentalized colleges, Search Committees are chaired by the Dean or Dean's designate and the Committee designates two members to participate in the Appointments Forum.

For every search, representatives from USFA and Human Resources attend the initial Search Committee meeting to provide procedural oversight and advice.

#### *What is a search subcommittee?*

The Search Committee may delegate work to a subcommittee provided that the Search Committee itself approves all recommendations. A subcommittee is also the way for others who are ineligible to be Search Committee member to participate in searches. However, only eligible Search Committee members vote on whether or not to recommend a candidate for appointment.

A Search Subcommittee must:

- have its terms of reference and composition set by the Search Committee.
- have a majority of its members from the Search Committee unless JCMA (the Joint Committee for the Management of the Agreement) approves otherwise.
- be chaired by a member of the Search Committee.

When the department or college is unknown at time of a search, a Search Subcommittee is struck. The subcommittee's composition and terms of reference are established by the Department Heads of the departments or the Deans of the non-departmentalized colleges in which the employee might be expected to be appointed. This subcommittee must include at least two eligible Search Committee members from each of these departments/colleges. The subcommittee recommends the department or college in which a candidate should be appointed and that department/college Search Committee votes on whether or not to recommend the candidate for appointment.

#### *What are the responsibilities of the Dean?*

Deans receive positive recommendations for appointment from Search Committees within two days of the meeting at which the vote was conducted. A recommendation for appointment supported by the Dean is forwarded to the Provost, HR and USFA. When a recommendation for appointment is not supported by the Dean, the Search Committee must decide, after meeting with the Dean to discuss the recommendation, whether to reconsider its recommendation or require the Dean to forward it to the Provost.

#### *What are the responsibilities of the Provost and Vice-President Academic?*

The Provost and Vice-President Academic or designate (Provost) has the responsibility to accept, reject or refer back a Search Committee's recommendation for appointment. When a recommendation is accepted, an offer of employment is normally sent to the appointee within five days. If the Provost does not accept a recommendation, or if a recommendation is not supported by the Dean or Provost, the Provost must meet with the Appointments Forum before making a final decision. The Provost must also meet with the Search Committee to report on Appointments Forum deliberations if the Provost rejects or refers back a recommendation.

### *What is the Appointments Forum (Article 13.5.2)?*

The Appointments Forum is an advisory body to the Provost. It meets whenever a Search Committee's recommendation is not supported by the Dean or Provost, or at the request of any Forum member.

The Forum reviews and discusses the conflicting views of the Search Committee, Dean and/or Provost and evaluates alternatives prior to a final decision from the Provost. It is chaired by the Provost and consists of:

- for departments: Dean, Department Head, cognate observer from Search Committee and USFA observer.
- for non-departmentalized colleges: Dean, two designated employees from the Search Committee and USFA observer.

## DEPARTMENT HEADS AND ASSISTANT DEANS (13.6)

Appointments of Department Heads and Assistant Deans are always for a limited term. Initial appointments are no longer than five years and reappointments are no longer than three (Article 13.6.4). There is no limit on the number of reappointments.

Appointment procedures for Department Heads and Assistant Deans are the same as for faculty, with a few modifications.

### *The Search Committee (13.6.1)*

Composition:

- candidates for appointment may not be Search Committee members.
- Department Heads: all probationary, tenured continuing status employees in the department, the Dean or designate as chair, and two Department Heads from cognate departments as observers, with voice and not vote.
- Assistant Deans: minimum six probationary, tenured continuing status employees selected by CRC in departmentalized colleges and by Renewal and Tenure Committee in non-departmentalized colleges.

Search Committees may recommend two candidates for the Provost to consider for the appointment. They are required to meet with the Provost at the beginning of a search to discuss the department's needs, requests, obligations and opportunities. They are not required to meet with the Provost when an appointment will be a term of one year or less, nor at all if the appointment is to replace a Department Head or Assistant Dean for 6 months or less. The Search Committee must, however, recommend any subsequent appointments.

Search Committees for Assistant Deans must designate two members to be on the Appointments Forum.

### *The Dean*

The Dean may recommend an appointee as acting to replace a Department Head or Assistant Dean for 6 months or less. The Dean also recommends, after a meeting of the Appointments Forum, an acting appointee for up to one year if the Search Committee declines to make an initial recommendation.

### *The Provost*

The Provost meets with the Search Committee at its first meeting to discuss the department's needs, requests, obligations and opportunities. The Provost may refer back for reconsideration or reject the recommendation of a Search Committee and request a second nomination. If the Search Committee declines to reconsider or make a second recommendation, the Provost may accept the initial recommendation or, after meeting with the Appointments Forum, make an acting appointment for up to one year.

### *The Appointments Forum (Article 13.6.3):*

Composition:

- for appointment of Department Heads: Provost, Dean, two cognate observers and USFA Observer.
- for appointment of Assistant Deans: Provost, Dean, two designated employees from Search Committee and USFA Observer.

In addition to the reasons for meeting for faculty appointments, an Appointments Forum for the appointment of a Department Head or Assistant Dean meets when more than one candidate is recommended or when a Search Committee declines to reconsider its recommendation or make an initial recommendation for appointment.

## **ACTING DEPARTMENT HEADS AND ASSISTANT DEANS (13.6.5)**

Procedures for the appointment of acting Department Heads and Assistant Deans are the same as regular appointment procedures, with a few modifications.

If the acting appointment is for 12 months or less, there is no requirement to convene a meeting of the Provost and Search Committee. If it is to replace a Department Head or Assistant Dean for 6 months or less, the Dean may recommend an appointee to the Provost. Any subsequent acting appointments require a recommendation from the Search Committee.