



FACULTY OF ENVIRONMENTAL DESIGN (EVDS) Guidelines for the Selection and Appointment of Academic Staff

General

The following are Faculty Guidelines on the manner in which the criteria for selection and appointment of academic staff are applied within the Faculty of Environmental Design. This document serves to fulfill the University's requirement for such Faculty Guidelines (APT 3.5.4).

The policies and procedures of the University of Calgary as described in the *Procedures Pertaining to Appointment, Promotion, and Tenure of Academic Staff* (APT Manual) must be applied. Where these guidelines are silent or in the event of any conflicts between these guidelines and the policies and procedures of the University of Calgary, the latter shall prevail.

To facilitate cross-referencing, the following numbering parallels the numbering found in the University's APT Manual.

4.1 Definition of Academic Vacancies

- 4.1.1 It is the responsibility of the Dean of the Faculty of Environmental Design, subject to the approval of the Provost & Vice-President (Academic), to define the nature of any vacancy to be filled. Such definition shall be made in the context of University and Faculty planning decisions and should follow consultation with affected disciplinary¹ groups.
- 4.1.2 It is the responsibility of the Provost & Vice-President (Academic), subject to the approval of the President, to allocate any academic position to the Faculty of Environmental Design and to authorize the initiation of an academic selection process.
- 4.1.3 It is the responsibility of the Dean to obtain any approvals or permissions, as may be required under University policies, from the Provost & Vice-President (Academic) prior to the initiation of academic selection procedures.

4.2 Advertising

- 4.2.1 Prior to the recommendation of any persons for a Continuing, Contingent Term, or Limited Term appointment, such a position shall be advertised to the campus community and nationally. (For procedures governing reappointments see SECTION 5: APPOINTMENT REVIEW AND RENEWAL of the APT Manual, and in particular Sections 5.1 and 5.2.)
- 4.2.2 Term Certain appointments may be advertised as time and circumstances permit.
- 4.2.3 Advertisements should contain formal notice of the University's compliance with legal and institutional policies on immigration, non-discrimination, employment equity, and similar employment-related matters.
- 4.2.4 Adjunct appointments need not be advertised.

¹ Because in Environmental Design our programs are not discipline-based, we interpret this word to mean such things as Architecture, Environmental Design, Environmental Science, Industrial Design, Planning fields of study and areas of specialization.

4.3 Academic Selection Procedures

- 4.3.1 In discharging the responsibility for recommending academic appointments to the Board of Governors, the President shall be advised by the Provost & Vice-President (Academic).
- 4.3.2 The Provost & Vice-President (Academic) shall seek the advice of the Dean of the Faculty of Environmental Design before recommending any academic appointment in EVDS to the President.

Selection Procedures for Continuing Academic Appointments (Teaching and Research)

- 4.3.3 During the selection process, all parties shall be governed with respect to Article 7.1 of the *Collective Agreement between the Governors and the Faculty Association of the University of Calgary*:

The Parties agree that the Governors, the Association, and the members of the Association shall not discriminate against any member of the academic staff by reason of race, political or religious affiliation or beliefs, colour, sex, sexual orientation, gender identity, physical characteristics, marital status, family relationships, age, ancestry or place of origin, or membership or activity in the Association as provided under the terms of this Agreement.

- 4.3.3.1 An applicant may write to the Provost & Vice-President (Academic) regarding concerns related to Section 4.3.3. The applicant is encouraged to send a copy of correspondence to the Faculty Association. After appropriate review and consultation, the Provost may take whatever action, if any, is deemed necessary.
- 4.3.4 To assure that the advice given by the Dean to the Provost & Vice-President (Academic) has had the benefit of the informed academic staff opinion required by the President, EVDS Faculty Council is required to establish a formal Academic Selection process, advisory to the Dean, for all appointments of more than twelve months duration.
- 4.3.5 The Extraordinary Procedures for Expedited Spousal Hiring in Section 4.8 shall be considered the equivalent of the formal Academic Selection process for all purposes.
- 4.3.6 Similar competitive procedures shall be followed in selecting candidates for Contingent Term and Limited Term appointments, with the exception that the EVDS Academic Selection process set out below need not be followed for the selection of candidates for Contingent Term appointments where the appointment is linked to a selection process established by an external funding agency if the waiving of the normal procedures receives the approval of the Provost & Vice-President (Academic) upon the recommendation of the Dean.
- 4.3.7 The required Academic Selection process established by the Faculty shall be structured in a manner appropriate to EVDS while being consistent with general University policies including the employment equity policy (APT Section 1.2.4). The process shall be approved by a majority of the EVDS Faculty Council and the Provost & Vice-President (Academic).

The Academic Selection process shall provide for:

- a) a formal Academic Selection Committee, chaired by the Dean or delegate (e.g. an Associate Dean, a Program Director or a discipline-appropriate, senior level Faculty Member), consisting of a majority drawn from the Continuing, Limited Term or Contingent Term academic appointees of the Faculty and in consultation with the affected disciplinary groups. At least one Continuing, Limited Term or Contingent Term academic appointee from outside the Faculty as well as senior student participation.

In EVDS the Academic Selection Committee will normally comprise the following members:

- Chair** Dean or delegate (voting only to break a tie)
- EVDS Member** Program Director or delegate related to the discipline of the appointment (voting)
- EVDS Member** Continuing, Limited Term or Contingent Faculty Member (voting)
- External Member** Continuing, Limited Term or Contingent academic appointee from a U of C Faculty other than EVDS (voting). The primary role of the academic appointee from outside the Faculty shall be to provide the Committee with a perspective beyond the interests of the Faculty and to observe the fairness of the proceedings and the equal application of criteria.
- Student Member** A senior level Master's student or a PhD student with a field of study or area of specialization related to discipline of the appointment (non-voting).

Both genders shall be included in the Committee.

- b) a quorum is in place when four members are present including the Chair, the Program Director and the Student Member. This quorum rule assures that a majority at all meetings shall be Continuing, Limited or Contingent Term academic appointees in EVDS;
- c) a process that determines candidates' suitability for the position, based on relevant criteria and qualifications;
- d) steps to search out qualified candidates of either gender or any group designated under Employment Equity that has been identified by EVDS as being under-represented in the discipline;
- e) the initial review of all applications;
- f) an initial short-listing based on relevant criteria;
- g) seeking written confidential references commenting on those factors relevant to the vacancy for all short-listed candidates;
- h) an interviewing process that provides for access to the candidate(s) by the members of the relevant discipline(s), including a mechanism to solicit written feedback to be reviewed and accorded appropriate weight by the Committee;
- i) a final ranking process for interviewed candidates that is based on the established relevant criteria and that identifies each candidate's suitability for the position;
- j) the maintenance, and retention for two years, of records of all stages of the recruitment and selection process for each academic appointment, including selection criteria, copies of advertisements, publication venues, an outline of the active recruitment methods employed, copies of applicants' curricula vitae, and copies of letters of recommendation. These records shall be made available to the Provost & Vice-President (Academic) and the Employment Equity Officer on request.

4.3.8 The Academic Selection Committee may delegate any or all of tasks (e), (f), and (g) to a sub-committee of its members, provided that any Committee member is free to participate in the sub-committee's activities and that a mechanism is established to ensure that the sub-committee accounts for these activities to the Academic Selection Committee as a whole.

- 4.3.9 An initial short-listing of candidates may be determined at any time, provided the vacancy has been advertised nationally for a minimum of thirty (30) days.
- 4.3.10 When the EVDS Academic Selection Committee determines that two or more candidates are equally qualified to receive an offer of appointment, and at least one of these candidates is from either of the following groups:
- a) the minority gender in a unit in which the gender ratio of academic staff is greater than 2:1, or
 - b) any group that is identified under Employment Equity and that is under-represented as defined by the Faculty's Employment Equity Plan,
- the Committee shall recommend that an offer of appointment be made to the candidate who is a member of groups a) or b).
- 4.3.11 The EVDS Academic Selection Committee may choose, for good reason, to recommend no candidate to the Dean.
- 4.3.12 If the appointment recommendation of the Dean differs from the advice received from the Academic Selection Committee, the Dean shall inform the Provost & Vice-President (Academic) and the members of the Committee.
- 4.3.13 In certain circumstances, the EVDS Academic Selection Committee may recommend that the appointment be made *With Tenure*. In such cases, the Committee must make its recommendation based on the career history of the applicant when considered in the spirit of Section 5.7 of the APT Manual.
- 4.3.14 An appointment *With Tenure* may be offered upon appointment only if so recommended to the Dean by the EVDS Academic Selection Committee.
- 4.3.15 An appointment *With Tenure* shall not be recommended for an appointment to be made at the rank of Assistant Professor, or Instructor.

4.4 Selection Procedures for Academic Appointments (Administrative and Professional)

Note: Sections 4.4.1 to 4.4.12 of the APT Manual refers to the appointment of Other Academic Staff (Administrative and Professional). These sections will not normally apply to EVDS (e.g. Librarians and Counselors). In cases where an academic appointment (Administrative and Professional) is contemplated, refer to section 4.4 of the APT Manual.

4.5 Family and Consensual Relationships

- 4.5.1 Academic employment with the University shall not be prejudiced by family relationships or personal consensual relationships between academic appointees.
- 4.5.2 In situations when one member of a family or relationship would be in a position to make recommendations on the selection, merit, tenure, or promotion of another member, he/she must refrain from any such participation.
- 4.5.3 In situations when one member of a family or a relationship would, ex-officio, have administrative jurisdiction over another including the necessity to make recommendations on appointment, merit, tenure, and promotion, the Dean or the Provost & Vice-President (Academic) shall establish appropriate alternative administrative jurisdiction at the next administrative level for the duration of the situation.

4.5.3.1 The nature of that alternative administrative jurisdiction shall be conveyed in writing to the academic appointee and other affected parties by the Dean or Provost & Vice-President (Academic) at the commencement of the arrangement.

4.5.4 In all cases of family or consensual relationships, there shall be an obligation on the affected members of the family or relationship to bring the situation to the attention of the appropriate Dean or the Provost & Vice-President (Academic).

4.6 External Obligations

4.6.1 During appointment negotiations and prior to the signing of the letter of appointment, individuals selected for Continuing, Contingent Term, or Limited Term appointments must declare any employment obligations to, or contractual relationships with, any other institution or organization if these obligations or relationships shall remain in effect after acceptance of appointment to the academic staff of the University of Calgary.

4.7 Letter of Appointment

4.7.1 Previous correspondence with the Dean or a Program Director / Coordinator notwithstanding, only the President, or designate, may send the official and binding letter of offer of an academic appointment on behalf of the Board of Governors to the candidate. This letter of appointment shall specify terms and conditions of employment, which shall include an outline of the general duties and responsibilities.

4.7.2 When an academic appointee is to hold appointment in more than one Faculty, the letter of appointment shall clearly state which Faculty's promotion and assessment procedures and criteria shall prevail.

4.8 Extraordinary Procedures for Expedited Spousal Hiring

It may from time to time prove to be in the University's best interest to act expeditiously in order to be able to:

- a) make employment offers to both members of a marriage or domestic partnership in which both have academic qualifications, but where no Limited Term, Contingent Term, or Continuing position has been advertised suitable for one of the spouses: or
- b) make employment offers to the spouse of an existing Limited Term, Contingent Term, or Continuing academic staff member for retention purposes.

Definitions

4.8.1 For purposes of these procedures:

- a) "Dean" refers to the person who makes academic appointment recommendations to the Provost & Vice-President (Academic).
- b) "Destination Faculty" or "Destination Unit" refers to the Faculty, Department or other academic unit (as determined by a Faculty Council under Section 4.8.11) in which it is proposed to find a position for the Secondary Spouse.
- c) "Home Faculty" or "Home Unit" refers to the Faculty, Department or other academic unit of the Primary Spouse.

- d) “Primary Spouse” means the member of a marriage or domestic partnership who has been recommended for an offer of appointment under Sections 4.1 to 4.4, or who currently holds a Limited Term, Contingent Term or Continuing academic appointment.
- e) “Secondary Spouse” means the spouse or domestic partner of a Primary Spouse who has the qualifications to hold an academic staff appointment (Teaching and Research) or (Administrative and Professional) and who desires to do so.

Application

- 4.8.2 Extraordinary Procedures for Expedited Spousal Hiring may be used to offer an academic staff appointment (Teaching and Research) or (Administrative and Professional), to a Secondary Spouse where
 - a) the offer will be made simultaneously or nearly simultaneously with an offer to the Primary Spouse and neither of the spouses is currently employed by the University, or
 - b) the offer will be made to a spouse who currently holds a special Limited Term position under Section 4.8.12, or
 - c) the Primary Spouse currently holds a Limited Term, Contingent Term, or Continuing academic staff appointment.

Procedures

- 4.8.3 These procedures shall be invoked only by the mutual agreement of the Deans of the Home and Destination Faculties.
- 4.8.4 The Committee to be used in the Expedited Spousal Hiring Process shall be the Academic Selection Committee, as established in 4.3.7, with the addition of a nonvoting Faculty Association representative who shall be required for quorum.
 - 4.8.4.1 Where both spouses are in the same unit, the Committee to be used shall be based on the composition of an Academic Selection Committee as established in 4.3.7, with the addition of a non-voting Faculty Association representative who shall be required for quorum. Normally, the review committee for the secondary spouse shall not include any member who was on the selection committee of the primary spouse.
- 4.8.5 The Dean shall notify all Committee members of the projected timing of the process, and shall supply each of them with copies of these procedures. This memo will be accompanied by a CV provided by the Secondary Spouse
- 4.8.6 In this memo the Dean of the Destination Faculty shall additionally state clearly two things: (1) the nature of the initial funding of the proposed position, the duration for which this funding is promised, and if the funding is of limited duration the possibilities for continued funding of the position after the initial funding runs out; and (2) the implication this hiring would have with respect to other hiring in the Unit’s future – specifically whether this hiring would count as a regular hiring or whether it would be considered to be in addition to and outside of the Unit’s hiring agenda.
- 4.8.7 It will be the responsibility of the Secondary Spouse to supply a complete CV, the names of three individuals to be contacted for written references, copies of selected recent publications (or disciplinary equivalents), and information relating to teaching effectiveness (where possible), by a date which shall be

specified by the Dean. These shall be made available to academic staff members in the Destination Unit, for review in the Destination Unit's administrative office for no less than five work days. It is understood that the publications may be photocopied or reproduced by the Unit concerned and circulated as a means of expediting the diffusion of relevant information.

- 4.8.8 The Dean of the Destination Faculty shall arrange, not at the expense of the Destination Unit, for at least one professional presentation to the Destination Unit by the Secondary Spouse and shall provide opportunities for informal meetings with interested members of the Destination Unit and an interview with the Committee. The Dean shall seek letters of reference from the individuals identified by the Secondary Spouse. The letters shall be presented to and remain confidential to the members of the committee.
- 4.8.9 Following the presentation to the unit, the Head of the Destination Unit shall solicit comments from all members of the unit. The members of the Unit shall be given at least five work days to provide such comments to the Head. These comments shall be provided to the Committee by the Head.
- 4.8.10 As soon as possible after all of the provisions of 4.8.7, 4.8.8 and 4.8.9 have been carried out, the Dean of the Destination Faculty shall convene a meeting of the Committee to consider the proposed hiring.
- 4.8.11 A part of the process of establishing the academic selection process referred to in Section 4.2.4, a Faculty Council shall determine as a matter of policy
- a) at which organizational unit (e.g. Faculty, Department, Program) these procedures shall be applied, and
 - b) how to determine which units shall be deemed to comprise the Destination Unit if the hiring may affect more than one unit.

Special Limited Term Appointment

- 4.8.12 In cases where time constraints or other circumstances do not permit the use of the extraordinary procedures set forth in the foregoing Sections, the Secondary Spouse may be offered a special Limited Term appointment. In this instance, the special Limited Term appointment is for a non-renewable one-year term, and the offer may be made without satisfying the normal advertising and selection requirements. At the conclusion of the one-year term, the special Limited Term appointment will lapse. During or immediately following the one-year term, the Dean of the Destination Faculty may initiate the Extraordinary Procedures for Expedited Spousal Hiring. The incumbent may at any time become a candidate for any position that may become available and be advertised in accordance with the normal procedures for selection and appointment.

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