

TERMS OF REFERENCE SEARCH AND SELECTION COMMITTEES FOR ACADEMIC FACULTY

Chair: Division Head or Designate

Membership:

- Two or three academic faculty members from the affected Division
- A representative from another UBC Department of Medicine - Division, with linkages to the affected
- A representative from the Department of Medicine's Equity Committee (the Department of Medicine office will provide name of this representative)
- Please note that Professorships and Chair appointments will often have the required search committee membership outlined in the Terms of Reference. Professorship and Chair appointment decisions must be approved by the Dean of Medicine.

Purpose:

1. The Chair will clarify desired major attributes of the Faculty member being recruited for and will provide an overview of the Division's recruitment plan.
2. The Chair will ensure that all search and selection committee members take the EDIFY (Equity, Diversity and Inclusion For the Years) online training module prior to participating on the committee.
3. The Committee, under the direction of the Chair and follow the UBC FOM Guide to Faculty Recruitment, will keep a factual record and comply with all Provincial and Human Rights legislation as well as University and FOM recruitment policies during the recruitment and selection process.
4. The Committee, under the direction of the Chair, will evaluate all submitted applications and letters of reference and grade candidates as follows:

A – Highly desirable as a recruit
B – Acceptable as a recruit but not in first tier of choices
C – Not acceptable – no further consideration

Based on established criteria that are job-relevant, objective, gender balanced, equitable and measurable they will create a short list of candidates.

5. The Committee, under the direction of the Chair, will interview short listed candidates using a developed set of questions based on job-related criteria. All candidates will be asked the same questions. Sample
6. The Committee, under the direction of the Chair, will identify the successful candidate and vote per Article 5 in the agreement on Conditions of Appointment for Faculty.
7. The Chair, will conduct reference checks prior to offering the position to the successful candidate and negotiate the final offer package.
8. The Chair/Division Administrator will complete the “Search - Candidate Summary Form” and return it to the Department.
9. The Department of Medicine’s Recruitment and Resources Committee will review the search process and the selected candidate, along with the completed “Search Candidate Summary Form” before the final offer is presented by the division to the preferred candidate. This review usually takes place over email.
10. If no successful candidate, then the Chair will re-start the search process

For specific details see:

- UBC FOM Guide to Faculty recruitment:
<https://mednet.med.ubc.ca/HR/hiringFaculty/GettingStarted/Documents/Faculty-Recruitment-Guide.pdf>
- UBC Faculty Recruitment Guide:
<http://www.hr.ubc.ca/faculty-relations/recruitment/faculty-recruitment-guide/>

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