

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 5	DIRECTIVE NO. D7
	ORIGINATOR Human Resources	
	APPROVED BY President's Executive Committee	
TITLE STAFF SELECTION	EFFECTIVE DATE 2003.03.05	REPLACES 2002.04.24

POLICY

To meet its staffing needs, the College strives to attract the best qualified candidates through the uniform application of selection procedures.

SCOPE

This policy applies to all regular full-time positions below the level of President.

1. Preliminary Procedures

- 1.1 The hiring manager will forward to Human Resources Department a completed form entitled Request to Fill an Establishment Position (available from the Human Resources Department or the Publishing Centre Warehouse) accompanied by a draft text of the advertisement and a job description.
- 1.2 The Director, Human Resources, will obtain the approval of the appropriate member of the President's Executive Committee.
- 1.3 Competition notices will be posted for a minimum of five working days.
- 1.4 The Human Resources Department will receive responses during the posting period and after the closing date will forward replies to the hiring manager.

2. Advisory Committees on Staff Selection

- 2.1 Selection committees exist to advise and assist management in identifying the best available candidate for the position.
- 2.2 It is essential that the composition of selection committees reflect the necessary expertise to meet the principal objective.

- 2.3 To achieve these goals each selection committee will be chaired by the hiring manager (i.e. the person to whom the position reports) who may invite other individuals to join the committee. The Human Resources Department will act as a resource to the hiring manager.
- 2.4 For positions in the Academic Bargaining Unit the hiring manager will write to the President of Local 415 for a representative nominee to the committee.
- 2.5 For Administrative positions the hiring manager will write to the President of Local 415, and the President of the Administrative Staff Association for their representative nominees to the committee.
- 2.6 Where appropriate, the President of the Students' Association should be contacted for a representative nominee to the committee.
- 2.7 The Support Staff Local has declined to have formal representation on selection committees.
- 2.8 The hiring manager will allow up to seven working days for the identification of the representative nominee.

3. Process

To ensure a fair process each advisory committee on staff selection will adhere to the following guidelines:

- 3.1 The background, interests and aspirations of the candidates to a position are a matter of privilege and for this reason the information obtained as a member of the committee must remain confidential to the members of the committee.
- 3.2 Selection criteria will be established prior to reviewing the candidates' résumés and will be reviewed with the advisory committee. The criteria will be determined according to the notice of competition and the job description for the position.
- 3.3 All full-time internal applicants who appear to meet the core requirements of the position will be interviewed. Support Staff applications will be handled according to items four and five below.
- 3.4 For positions in the Support Staff Bargaining Unit, members of the committee must be guided by the job posting provisions of the Support Staff Collective Agreement. The College will not interview applicants from outside the Support Staff Bargaining Unit until it has complied with the relevant article. The College will not consider applicants from outside the Bargaining Unit until it has assessed internal applicants and notified them of the results.

3.5 For support staff positions, the order of priority for interviewing is as follows:

3.5.1 members of the support staff bargaining unit,

3.5.2 other regular full-time employees of the college,

3.5.3 part-time and other temporary employees of the college and external candidates

3.6 Upon completion of the interviews, the members of the selection committee will offer advice to the hiring manager according to the previously determined criteria.

3.7 The hiring manager will forward to the Human Resources Department, a record of the criteria applied to the candidates, the list of candidates interviewed and the composition of the selection committee.

4. References

4.1 References will be checked only after the hiring manager obtains the candidate's consent.

4.2 References will be checked by the hiring manager.

4.3 The references obtained will be recorded and forwarded to the Human Resources department.

5. Academic Requirements

5.1 Academic/professional credentials and work experience appropriate to the program(s) are required of all faculty. The minimum credential for professors teaching in applied degree programs is a master's degree, preferably a doctorate. It is recognized that in special circumstances it may be necessary to hire faculty with less than the minimum credential(s). In these cases, the approval of the President is required.

5.2 All faculty are required to provide evidence of their credentials. In the case of faculty teaching courses in degree programs, the Quality Assessment Board requires the College to have evidence supplied directly by the granting agency, of the highest academic credential and any required professional credential claimed by faculty members.

6. Appointment

- 6.1 The hiring manager will inform the Human Resources Department of the decision. The Human Resources Department will ensure that the unsuccessful candidates are informed of the decision.
- 6.2 The hiring manager will complete and sign the form "Submission for appointment" (available from the Human Resources Department or the Publishing Centre Warehouse), obtain the second-level signature and forward this form and documentation on the proposed candidate, including a copy of the committee's record, to the Human Resources Department for final approval.

7. Temporary Appointment

Appointments to positions on an interim basis may be made without competition (not to exceed one year unless approved by the President).

8. Appointments Without Competition

- 8.1 In special circumstances, as approved by the President of the College, individuals may be appointed to a regular full-time position without competition.
- 8.2 The Collective Agreement for Academic employees has a provision in appendix five for the conversion of a sessional appointment to a full-time regular position, under certain circumstances.

9. Selection Assisted by External Consultants

- 9.1 The College may engage the services of external consultants to assist in the search for and screening of candidates.
- 9.2 The decision to engage an external consultant must be recommended by a member of the PEC to the President of the College for approval.
- 9.3 The external consultant will be advised by the Human Resources Department of the College's policies and goals pertinent to the staffing process.

10. Process - External Consultants

- 10.1 The Human Resources Department will coordinate the internal posting and the consultant will coordinate the external search.
- 10.2 The consultant will screen all the responses and recommend a short-list of qualified candidates for review by the College.

- 10.3 To ensure that the candidates on the short-list meet the College's basic requirements, the hiring manager may elect to review with the candidates their background prior to the formal selection process.
- 10.4 The formal selection activity will follow the process outlined above. The external consultant may join the committee as a resource.

11. Interpretation

The Director, Human Resources, is responsible for the interpretation of this policy. Its application is the joint responsibility of administrators and the Director, Human Resources.

This policy supersedes all other policies of the College with respect to the recruitment and selection of full-time regular staff below the level of President.

(original signed by)
Vice President,
Student Life and Human Resources

(original signed by)
President