

HIRING (based on Darrell Kean's presentation for LFA reps.)

There is more work available.
HOW CAN THIS BE?

- Status quo (on leave, retired)
- Section were added due to:
 - Budget enhancement
 - Unallocated

Are there internal people in the department who are qualified to teach these section?

- Less than full-time continuing people offered first, then Regularized people then Temporary people
 - Include people who have taught less than 2 years plus 1 day
 - "Best qualified" is key
 - Seniority only used as a tie-breaker
 - Be mindful of overload policy (pg. 94)
- NEXT

- If only 1 person and they are qualified, then the problem is solved.
- If more than 1 person and it isn't obvious who is "best qualified" then a selection committee is needed
- If no one, then post.

Postings (Follow template and CA 10.2.3.5) Tips:

- workload descriptions,
- mandatory qualifications and preferred qualifications (need to be careful about these)
- closing date (10 working days, under the CA)

CRITICAL STEP

1. Internal to the department first (2 year rule)
 2. Internal to College
 3. External to College
- Steps 2 & 3 can be done concurrently but externals can only be viewed once all internals have been considered.

Selection Committee composition:

- Dean or Dean's delegate
 - Division Chair and Department Chair
 - 2 Faculty from area
 - LFA Rep
- (BTW: selection committee only makes a recommendation(s) for appointment(s) – these need to be approved by the President or a delegate, before offer can be made)

- All internal candidates, who meet the qualifications, must be interviewed (10.2.4.2)
- Cannot review external candidates before exhausting internal process

- All members of the committee need CV, cover letter and job description (posting)
- Agree on set of questions (cannot ask questions that would violate *Human Rights* legislation)
- Decide interview format (presentation 10-15min, interview)

- Interviews typically 1 hour in total length
- Get candidates to sign reference check form
- Rank and select candidates (Tip: decide who should NOT be included as eligible)
- Conduct reference checks
- Make recommendation to the Dean
- Salary scale is determined by the Div. Chair
- FAR and other administrative tasks

EVALUATION

Overloads

Notwithstanding the provisions of Article 31.2, the parties agree that the use of overloads should be minimized.

Where the Department Chair, Division Chair and Dean agree that an overload is necessary to ensure the availability of a qualified faculty member, then the overload will be offered in a fair and equitable manner to all interested, available and qualified faculty in the department. **Overloads** will normally be offset by a corresponding **underload** within the twelve (12) month period immediately following completion of the overload contract.

Payout of overloads will only occur with the approval of the Dean.

Appropriate use of overloads includes the following situations:

- Emergency hires
- Demonstrated inability to recruit (internally and externally) a qualified faculty member
- Other situations as approved by the Dean

Overloads of less than four (4) months in duration or less than 1/4 time will usually be exempt from this overload/underload practice.