



SECTION: Human Resources	
TOPIC: Hiring Practices – Sessional/Replacement/Extended Studies Credit Faculty	
EFFECTIVE DATE: January 29, 2008	REPLACES: Formerly covered under Procedure 400.3
RECONFIRMED DATE:	
REVISION DATE:	ARCHIVED:
President + CEO	

Procedure:

1. The Dean, Undergraduate Studies or Assistant Dean under the direction and with the approval of the Dean, in consultation with the Academic Program Heads will determine sessional requirements as well as minimum qualifications and necessary competency attributes, application requirements and general advertising needs and communicate same to Human Resources (HR) by April 1st before the preceding academic year. HR is available to consult and collaborate with the Dean, Undergraduate Studies and Program Heads as required.
2. The Dean Undergraduate Studies or Assistant Dean under the direction and with the approval of the Dean, in consultation with the Academic Program Heads will prepare advertising content and determine advertising sources. Priority for advertising budget allocation will be determined by HR in collaboration with the Dean, Undergraduate Studies and will consider factors such as cost, market penetration and genre in terms of on-line versus print versus list-serves, for example.
3. HR will place advertisement(s) no later than September 15 of the preceding academic year with application deadlines illustrated as no later than October 31st.
4. The Dean, Undergraduate Studies or the Assistant Dean under the direction and with the approval of the Dean, will, in consultation with HR and the Academic Program Heads determine the composition and number of sessional faculty search committees. Each committee shall consist of:
 - Dean, Undergraduate Studies as Chair or designate
 - Program Head
 - Faculty member (at least one)
 - HR Representative (ex-officio)

The Dean, Undergraduate Studies will provide HR with search committee(s) member composition by November 1st.

5. HR, in collaboration with the Dean, Undergraduate Studies or the Assistant Dean under the direction and with the approval of the Dean, will provide training and development sessions for search committee members regarding roles and responsibilities and issues relating to recruitment activity by October 31st. The Dean, Undergraduate Studies as Chair of the



Search Committees shall establish the recruitment process in consultation with the VPRAA and HR and will administer the search committee process up to and including extending regrets to unsuccessful interviewed candidates. Search Committees are responsible for:

- Thorough review of all applications
 - Determination of suitable short-listed candidates
 - Interview and/or request for waiver of interview according to the terms and conditions of the ACAD/ACADFA collective agreement
 - Development of interview questions
 - Recommendation of qualified and suitable candidates to the Vice-President, Research + Academic Affairs (VPRAA) for consideration of appropriate term of employment
6. The Dean, Undergraduate Studies or the Assistant Dean under the direction and with the approval of the Dean, upon advice from the Director, HR or designate and in consultation with Program Heads will determine the terms of the employment offer to be presented by the Dean, Undergraduate Studies and/or HR to successful candidates. Generally offers will be completed by February 28th (29th) of the preceding academic year.
 7. HR will prepare, distribute and collect all documentation.
 8. In exceptional circumstances, separate and unique competitions may occur subsequent to the end of February. These cases must be approved by the VPRAA and are reserved for unanticipated vacancies.
 9. In the event of exceptional or unusual circumstances where the above – noted procedure can not apply, the President + CEO may authorize variations as appropriate and/or necessary.