

 <p><b>The University of British Columbia Board of Governors</b></p>	<p><b>Policy No.:</b> <b>HR11</b></p>
<p><b>Long Title:</b> Advertising of Available Employment Positions</p>	
<p><b>Short Title:</b> <b>Employment Advertising Policy</b></p>	

**Background & Purposes:**

This Policy sets out the requirements for posting and advertising available employment positions before selecting a candidate. Publishing available employment positions widely is a key component of the recruitment process as it:

- Improves UBC’s potential to access the largest pool of exceptionally-qualified candidates for each employment position;
- Provides equal opportunity to all who seek employment at UBC;
- Provides for a clear and transparent process; and
- Satisfies requirements of Employment and Social Development Canada/Service Canada and Immigration, Refugees and Citizenship Canada.

**1. Definitions**

- 1.1 In this Policy, and in the Procedures to this Policy, the following terms have the following meaning:
- 1.1.1 **“Administrative Vice-President”** means Vice-Presidents appointed pursuant to Administrative VPs Policy;
  - 1.1.2 **“Advertised Positions”** means the list of employment positions set out in section 3.1 of this Policy;
  - 1.1.3 **“Deans”** has the same meaning attributed to the term in Deans/Principals Appointment Policy;
  - 1.1.4 **“Designated Senior Academic Administrator”** means senior academic administrators appointed pursuant to Academic Administrators Appointment Policy;

- 1.1.5 **“Employee Group Agreement”** means an agreement between UBC and a group of employees, represented or not represented by a bargaining unit, that establishes terms and conditions of employment. For greater clarity, an Employee Group Agreement includes a collective agreement, a framework agreement and an employee handbook issued on behalf of the Director of Faculty Relations or Human Resources Advisory Services for UBC Vancouver or the Director of Human Resources for UBC Okanagan;
- 1.1.6 **“Employment and Social Development Canada”** means Employment and Social Development Canada/Service Canada and Immigration, Refugees and Citizenship Canada;
- 1.1.7 **“Faculty Member”** means a person employed by UBC as a sessional lecturer, lecturer, instructor, senior instructor, professor of teaching, assistant professor, associate professor, professor, or an equivalent position designated by the Senate. For greater certainty, the following are not Faculty Members for the purposes of this Policy:
- (a) retired faculty members appointed in accordance with Retired Faculty Appointments Policy; and
  - (b) holders of visiting appointments; honorary appointments; adjunct appointments; clinical appointments; and research associates appointed in accordance with Faculty Term Appointments Policy;
- 1.1.8 **“Librarian”** means a person employed by UBC as a member of UBC’s professional librarian staff who is appointed in accordance with the collective agreement between UBC and the Faculty Association;
- 1.1.9 **"Principals"** has the same meaning attributed to the term in Deans/Principals Appointment Policy;
- 1.1.10 **“Program Director”** means a person employed by UBC on a full-time basis to direct a program or programs in Continuing Studies who is appointed in accordance with the collective agreement between UBC and the Faculty Association;
- 1.1.11 **“Research Associates”** has the same meaning attributed to the term in Faculty Term Appointments Policy; and
- 1.1.12 **"Teaching Staff"** has the same meaning attributed to the term in Board Appointments Policy.

## 2. General Principles

- 2.1 Recognizing that a diverse range of perspectives contributes to excellence, where academic or administrative units wish to fill one or more employment positions, they are encouraged to use a variety of recruitment strategies and advertising media (including print and electronic) appropriate to the available positions to proactively attract a broad and diverse pool of qualified applicants.

- 2.2 The availability of an Advertised Position must be advertised in accordance with the Procedures to this Policy before it is filled, except as provided for in section 5.1 of this Policy. Advertisements for all other employment positions that may be available at UBC are optional, but academic and administrative units that elect to advertise those available employment positions must do so in a manner that complies, at a minimum, with the posting and advertising requirements set out in section 4 of this Policy.

### **3. Advertised Positions**

- 3.1 The availability of the following employment positions must be advertised before the position is filled:
- 3.1.1 Faculty Members;
  - 3.1.2 Designated Senior Academic Administrators;
  - 3.1.3 Deans;
  - 3.1.4 Principals;
  - 3.1.5 Administrative Vice-Presidents;
  - 3.1.6 the Registrar and the University Librarian appointed pursuant to Registrar/Librarians Appointment Policy;
  - 3.1.7 Librarians;
  - 3.1.8 Program Directors;
  - 3.1.9 Research Associates; and
  - 3.1.10 All other employment positions where posting of the available employment position is required by the applicable Employee Group Agreements.

### **4. Posting and Advertising Requirements**

- 4.1 UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. In accordance with the Employment Equity Policy, all position postings and advertisements must include UBC's approved diversity statement as set forth in the Procedures to this Policy.
- 4.2 Before an available employment position can be filled by a foreign candidate, the availability of the employment position must be advertised in compliance with all Employment and Social Development Canada requirements. Therefore, where it is likely that an available employment position may be successfully filled by a foreign candidate, the academic or administrative unit conducting the search should familiarize itself with Employment and Social Development Canada requirements concerning the duration, location, media, and use of mandatory statements for advertisements.

4.3 The availability of employment positions must be advertised in a manner that meets all conditions of any applicable Employee Group Agreement.

4.4 All advertisements must comply with the Visual Identity Policy.

## 5. Non-Advertised Positions

5.1 Subject to Employment and Social Development Canada and applicable Employee Group Agreement requirements, UBC does not require advertisements for the Advertised Positions where:

5.1.1 the Advertised Position is a term appointment that is less than one year in length, provided that where such an appointment is to be extended beyond one year, the position must be advertised in accordance with the Procedures to this Policy (except if the term appointment less than one year is a sessional lecturer or lecturer, in which case the position must be advertised in accordance with the Procedures to this Policy in all circumstances);

5.1.2 the Advertised Position is an appointment or extension of an appointment of an existing Faculty Member as a Head of Academic Unit in accordance with the Academic Heads Policy;

5.1.3 the Advertised Position is an existing appointment that is being extended in accordance with the Deans Extension Policy, Academic Administrators Extension Policy, Administrative VPs Policy, Registrar/Librarians Extension Policy; or

5.1.4 the Responsible Executive has waived UBC's advertising requirement in accordance with section 5.2 of this Policy.

5.2 Subject to Employment and Social Development Canada requirements, in special circumstances, at the request of a Dean or an advisory committee to the President, as applicable, the Responsible Executive may waive UBC's advertising requirements in whole or in part. Special circumstances include, but are not limited to situations where:

5.2.1 UBC has an opportunity to appoint a highly-qualified candidate who is supported by an external program or agency that will wholly or partly fund the initial appointment;

5.2.2 UBC has advertised for one (1) or more available employment positions in accordance with the Procedures to this Policy and has an opportunity to appoint additional candidates that meet the qualifications and criteria specified in the advertisement;

5.2.3 for a dual career appointment, UBC has an opportunity to recruit a candidate or retain a valuable faculty member by appointing the spousal partner to an available employment position, provided the unit to which the spousal partner is to be appointed is supportive of the dual career appointment;

5.2.4 UBC has an opportunity to appoint an exceptionally-qualified, internationally-recognized candidate; and

5.2.5 UBC requires an emergency appointment.

5.3 The Board of Governors may, from time to time, request reports regarding special circumstances where the Responsible Executive has waived UBC's advertising requirement. At least annually, a report of such special circumstances will be attached to the report of Teaching Staff appointments provided to the Board of Governors pursuant to the Board Appointments Policy.



## PROCEDURES ASSOCIATED WITH THE EMPLOYMENT ADVERTISING POLICY

*Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.*

*Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Employment Advertising Policy.*

### **1. Assignment of Responsible Executive**

- 1.1 The Responsible Executive will be the Provost and Vice-President Academic, UBC Vancouver, in relation to tenure-stream Faculty Members, Librarians, Program Directors, Deans, and Principals at UBC's Vancouver campus.
- 1.2 The Responsible Executive will be the Provost and Vice -President, Academic (UBC Okanagan), in relation to tenure-stream Faculty Members, Librarians, Program Directors, Deans, and Principals at UBC's Okanagan campus.
- 1.3 The Responsible Executive in relation to Designated Senior Academic Administrators will be the Responsible Executive designated under the Academic Administrators Appointment Policy.
- 1.4 The Responsible Executive in relation to Administrative Vice-Presidents will be the Responsible Executive designated under the Administrative VPs Policy.
- 1.5 The Responsible Executive will be the Vice-President, Human Resources, in relation to all other employment positions.
- 1.6 Any Responsible Executive may, in writing, delegate the Responsible Executive's authority under this Policy.

### **2. University Diversity Statement**

- 2.1 All postings and advertisements for available employment positions at UBC must include the following statement:

*"Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political*

*belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.”*

### **3. University Advertising Requirements**

- 3.1 Prior authorization to undertake the recruitment process to fill an Advertised Position must be obtained from the Responsible Executive, or their delegate, to ensure that the recruitment is consistent with UBC priorities and budgetary considerations.
- 3.2 Before an Advertised Position can be filled by a foreign candidate, the Advertised Position must be advertised in compliance with the Employment and Social Development Canada advertising requirements set forth in section 4 of these Procedures as well as UBC’s advertising requirements set forth in this section. Complying solely with UBC’s advertising requirements in this section will not meet the Employment and Social Development Canada advertising requirements in every circumstance. Therefore, where it is likely that an Advertised Position may be successfully filled by a foreign candidate, the academic or administrative unit conducting the search should familiarize itself with Employment and Social Development Canada requirements concerning the duration, location, media, and use of mandatory statements for advertisements.
- 3.3 The availability of a position as a tenure-stream Faculty Member, Designated Senior Academic Administrator, Dean, Principal, or Administrative Vice-President must be advertised at a minimum:
  - 3.3.1 on the UBC Careers – UBC Human Resources website;
  - 3.3.2 in at least two (2) appropriate publications (print or electronic) with a wide, national readership (e.g. “CAUT Bulletin”, “University Affairs”); and
  - 3.3.3 in at least one (1) other venue, journal or publication (print or electronic) relevant to the discipline.
- 3.4 The availability of a position as a Research Associate or as a Faculty Member for a term of one year or more in length other than those set forth in Section 3.3 of these Procedures must be advertised on the UBC Careers – UBC Human Resources website and in appropriate publications (print or electronic).
- 3.5 In addition, the availability of a position as a sessional lecturer or a lecturer must be advertised in accordance with applicable collective agreement provisions.
- 3.6 All advertising copy for available positions as a tenure-stream Faculty Member must be approved by:
  - 3.6.1 the Dean; and
  - 3.6.2 the Director of Faculty Relations for UBC Vancouver or the Director, Human Resources, UBC Okanagan, or their delegates, as applicable.

- 3.7 All advertising copy for available positions as a Designated Senior Academic Administrator, Dean, Principal, or Administrative Vice-President must be approved by the Responsible Executive prior to publication.
- 3.8 Heads of academic or administrative units are responsible for ensuring that advertising copy for any available position not expressly named in sections 3.6 and 3.7 of these Procedures complies with section 4 of the Policy, and any applicable provision of these Procedures.
- 3.9 If an available position is not successfully filled and a revised advertisement is required, such as to accommodate adjustments in the position description or to change the application deadline, approval for the revised advertising copy must be obtained in accordance with sections 3.6, 3.7, and 3.8 of these Procedures.

#### **4. Employment and Social Development Canada Advertising Requirements**

- 4.1 For Research Associates and Faculty Members, Employment and Social Development Canada normally requires that, before a university can hire a foreign candidate, the availability of the employment position must be advertised:
  - 4.1.1 within Canada simultaneously with any advertising outside of Canada;
  - 4.1.2 for a reasonable length of time (about a month) to allow broad exposure of the available employment position to Canadians and permanent residents;
  - 4.1.3 using advertising media that is effective in attracting appropriate candidates for the available position;
  - 4.1.4 with the following statement included in the advertisement:

*“All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.”; and*
  - 4.1.5 in a manner that meets all conditions of any applicable collective agreement.
- 4.2 For Designated Senior Academic Administrators, Deans and Principals, and Administrative Vice-Presidents, Employment and Social Development Canada normally requires that, before a university can hire a foreign candidate, the availability of the employment position must be advertised:
  - 4.2.1 within Canada simultaneously with any advertising outside of Canada;
  - 4.2.2 for a minimum of one (1) month on the Government of Canada’s Job Bank or WorkBC;
  - 4.2.3 for a minimum of one (1) month using two (2) or more additional recruitment methods within Canada that are effective in attracting appropriate candidates for the available employment position, including:
    - (a) advertising media that is national in scope;

- (b) print media;
- (c) general employment websites; and
- (d) specialized websites dedicated to specific occupation profiles; and

4.2.4 in a manner that complies with the Employment and Social Development Canada requirements regarding information that must be included in the advertisement.

4.3 Due to the diversity of employment positions at UBC and the various foreign worker programs offered by Employment and Social Development Canada, where an academic or administrative unit considers that it is likely that an available employment position may be successfully filled by a foreign candidate, such unit should work with their Human Resources Advisors before proceeding with a search.

## **5. Canada Research Chair Position Advertising Requirements**

5.1 For each Government of Canada Research Chair nomination, the Canada Research Chairs Program requires the Responsible Executive, or their delegate, to certify that the Canada Research Chair recruitment and nomination process was transparent, open and equitable (whether the Canada Research Chair position is used to retain current researchers or to recruit new researchers to UBC). Academic units seeking to recruit or nominate a Canada Research Chair position should work with the Canada Research Chair Secretariat, Office of the Provost and Vice-President Academic (UBC Vancouver) to ensure that the availability of the Canada Research Chair position is advertised in a manner consistent with:

- 5.1.1 the principles embodied in the Policy and these Procedures;
- 5.1.2 any applicable Employee Group Agreements;
- 5.1.3 the Canada Research Chairs Program guidelines for ensuring a fair and transparent recruitment and nomination process; and
- 5.1.4 all applicable Canada Research Chairs Program requirements.



## EXPLANATORY NOTES REGARDING THE EMPLOYMENT ADVERTISING POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

*The OUC has prepared these Explanatory Notes to provide context and background regarding the Employment Advertising Policy. These Explanatory Notes do not replace or supersede the content of the Employment Advertising Policy and its Procedures.*

<b>Policy Long Title:</b>	Advertising of Available Employment Positions
<b>Policy Short Title:</b>	Employment Advertising Policy
<b>Policy Number:</b>	HR11
<b>Responsible Executive:</b>	Provost and Vice-President, Academic (UBC Vancouver) Provost and Vice-President, Academic (UBC Okanagan) Vice-President, Human Resources
<b>Responsible Board Committee:</b>	Employee Relations Committee
<b>Related Policies:</b>	GA2 - Regulatory Framework Policy HR10 - Employment Equity Policy AP11 - Registrar/Librarians Appointment Policy AP12 - Academic Administrator Appointment Policy AP5 - Deans/Principals Appointment Policy AP9 - Academic Heads Policy AP8 - Deans Extension Policy AP6 - Academic Administrators Extension Policy AP3 - Board Appointments Policy AP1 - Retired Faculty Appointments Policy AP14 - Administrative VPs Policy AP4 - Faculty Term Appointments Policy AP13 - Registrar/Librarians Extension Policy GA7 - Visual Identity Policy
<b>History:</b>	<ul style="list-style-type: none"><li>• The Employment Advertising Policy was first approved by the Board of Governors in July 1992;</li><li>• The Employment Advertising Policy was revised in June 2017;</li><li>• The Procedures to the Employment Advertising Policy were first approved by the Board of Governors in June 2017;</li><li>• The Employment Advertising Policy was updated in July 2019 to reflect a new policy identification system; it is currently</li></ul>

identified as the Employment Advertising Policy, its long title is Advertising of Available Employment Positions, and its number is HR11. The previous identification number for this policy was #20;

- The Procedures were updated in September 2019 to reflect current position titles.

**Related Legislation:**

N/A