

NEW FACULTY RECRUITMENT AND ORIENTATION CHECKLIST

Hiring Approval and Posting:

<p>Dean's Office requests submission of faculty recruitment plans for review or a Department Chair/School Director identifies a need or an exceptional candidate.</p>	<p>Dean/Director, Finance and Administration (DoFA)</p>
<p>Hiring Plans are submitted to and reviewed by the Dean's Advisory Group. Approved plans are sent to the Provost for permission to recruit. Chairs/Directors are notified of the decision by the DoFA or Executive Officer (EO).</p>	<p>Dean, Associate Deans & Director, Finance and Administration</p>
<p>Develop a Recruitment Plan to address excellence and diversity for submission to the Dean for comment and approval. Plans <u>must</u> include:</p> <ul style="list-style-type: none"> • Posting on Mosaic, University Affairs (UA), and the Canadian Association of University Teachers (CAUT) for at least 30 days <p>Additional recommendations:</p> <ul style="list-style-type: none"> • Identify major publications in the field to advertise in; • Identify major conferences in field/area and find out who is attending. Ask faculty to promote McMaster Eng. and source out excellent talent with diversity in mind; • Targeted Outreach - Contact Deans/Chairs/Directors across Canada and internationally to identify rising stars with diversity in mind; • Advertise widely – Canadian Coalition of Women in Engineering, Science, Trades and Technology, Pride at Work Canada, Aboriginal Professional Association of Canada, and the Canadian Research Institute for the Advancement of Women, and Research Gate; • Identify leading research groups worldwide and develop a strategy to promote McMaster Engineering; • Involve <u>all</u> members of the Department/School, not just those on the search & selection committee; • Ask for assistance from leading researchers with complementary interests outside the Department. 	<p>Chair/Director</p>
<p>Draft job advertisement and send to Executive Officer (EO) for Dean's approval, along with Recruitment Plan (see above). Ensure the following phrases related to diversity and inclusion are included.</p> <ul style="list-style-type: none"> • "The Faculty of Engineering promotes a nurturing and inclusive environment where opportunities are made available for personal growth and professional development" and "a demonstrated ability to work 	<p>Chair/Director & Administrator</p>

effectively with individuals from diverse communities and cultures is required”; <ul style="list-style-type: none"> • Only the qualifications and skills necessary for the position; • Inclusive, unbiased, ungendered language (i.e. them, the applicant, all genders avoiding stereotypical or gendered traits and descriptions). 	
Review job advertisement, recruitment plan, and prepare budget form with DoFA for Dean’s approval	Executive Officer
Send approved budget form and job posting to Chair/Director and Administrators advising job opening can be created in Mosaic	Executive Officer
Create job opening in Mosaic for university approval process and post externally in at least two publications or online	Administrator
Acknowledge receipt of applications	Administrator

Interview:

Establish an ad hoc search/selection committee for approved faculty position(s) and submit for approval by the Dean <ul style="list-style-type: none"> • Ensure the selection/nomination committee is diverse - includes members from the four designated groups (FDGs) - women, Aboriginal Peoples, persons with disabilities and visible minorities and from various ranks; • Includes a Dean’s representative (see below); • All selection/nomination committee members must have up-to-date training in best practice recruitment; • Committee members must be informed of the Dean’s commitment to excellence and ensuring equal access to opportunities for all qualified candidates. 	Chair/Director & Administrator <i>Executive Officer communicates Dean’s approval to the Chair of the selection committee</i>
Assign Dean’s representative for the committee who is tasked with: <ul style="list-style-type: none"> • ensuring that best practices are followed; • promotes collaboration; • encourages diversity in the selection process by advising the committee of the Faculty’s equity targets, current representation; • provides a list of suggested interview questions, and advice on how to evaluate applications that include non-traditional components. 	Associate Dean, Research (tenure-track positions) Associate Dean, Academic (teaching-track positions) Executive Officer provides name to Administrator
Prior to the preliminary screening of candidates by the selection committee, <u>mandatory</u> diversity/implicit bias awareness training will be completed by the entire committee. <i>Includes instruction on how to recognize and combat unconscious, implicit, overt, prejudicial, and any other forms of bias.</i>	Administrator (contact the Executive Officer to arrange training during the first committee meeting)

<p>Screen the applicants using a rubric or matrix with ranked selection criteria. Each applicant should be screened by more than one committee member. Short listed candidates should be reviewed by the entire committee.</p> <p>A successful recruitment process should ensure a diverse pool leading to a short list that reflects diversity objectives. If the short list does not meet those objectives the search process should be suspended. A written report on the recruitment process should be submitted to the Dean who will decide whether to proceed or declare the search a failure.</p> <p><i>Upon completion of the preliminary screening, it is the responsibility of the Selection Committee Chair to request declarations of any conflicts of interest between the selection committee members and any of the candidates being considered for an interview. If a conflict of interest exists, the committee member(s) will be asked to recuse themselves from the committee.</i></p>	<p>Search & Selection Committee</p>
<p>Conduct Skype pre-screening interview with at least 10 applicants, ensuring diversity in the list of candidates, using effective and appropriate interview questions in rank order of importance, and using the same questions for each candidate. Recognize that excellent candidates may have had vastly different career trajectories. Women candidates must not be penalized for career interruptions for maternity/parental leaves.</p> <p>Explicitly state the established equity, diversity, and inclusion expectations before each interview begins.</p>	<p>Search and Selection Committee</p>
<p>Complete and submit to the Dean a list of five potential candidates, indicating if/how they align with the six Innovation from Excellence criteria, for consideration and approval. Include each candidates' curriculum vitae.</p>	<p>Search and Selection Committee/ Administrator</p>
<p>Arrange in-person interviews for approved candidates with Search and Selection Committee</p>	<p>Administrator</p>
<p>Arrange interviews with the Dean for at least two preferred candidate(s), and include the following, as appropriate:</p> <p><i>CLA</i> Faculty Dean & Associate Dean, Academic Associate Dean, Graduate Studies (Engineering) **only the CLA faculty is expected to supervise graduate students</p> <p><i>Teaching-track</i> Faculty Dean & Associate Dean, Academic</p>	<p>Administrator</p>

<p><i>Tenure-track</i> Faculty Dean & Associate Dean, Research & External Relations & Associate Dean, Graduate Studies</p> <p><i>With Tenure or a Chair position</i> Faculty Dean & Associate Dean, Research & External Relations</p> <p>Provide Dean's Office with an interview package for each candidate that includes:</p> <ul style="list-style-type: none"> • Interview Itinerary • Candidate's curriculum vitae • Letters of reference (minimum of 4) • Job advertisement 	
<p>Ensure Dean sends a follow-up email to the Department Chair/School Director</p>	<p>Executive Officer</p>
<p>Arrange additional interviews with senior leaders. <i>Note: CLAs are not required to meet with the following individuals.</i></p> <p><u>Teaching-track</u> AVP, Faculty</p> <p><u>Tenure-track</u> AVP, Faculty</p> <p><u>Hiring at the rank of Professor or Associate Professor (Tenure):</u> AVP & Dean, School of Graduate Studies Provost President</p> <p>Send an interview package that includes:</p> <ul style="list-style-type: none"> • Candidate's curriculum vitae • Interview Itinerary • Letters of reference (minimum of 4) • Job advertisement 	<p>Administrator</p>

Preliminary Offer/Negotiation:

<p>Once a final candidate is selected, complete top portion of Chair's New Hire Recommendation Form and send to Executive Officer with a copy of the candidate's curriculum vitae and research statement.</p>	<p>Chair/Director & Administrator</p>
<p>Using CV, consult with DoFA and Associate Dean, Research & External Relations for salary and start-up recommendations. Obtain approval from the Dean.</p>	<p>Executive Officer</p>
<p>Following the Dean's approval, send a copy to Chair/Director and Administrator (copy DoFA) .</p>	<p>Executive Officer</p>

Present verbal offer to the candidate. <i>Negotiations must be approved by DoFA and Dean.</i>	Chair/Director
Once candidate either agrees to the offer or negotiates changes, send Chair New Hire Recommendation form (with all changes/additions noted in writing) to the Executive Officer for DoFA and Dean's final approval.	Administrator
Once approved by Dean, send a fully signed copy of Chairs New Hire Recommendation Form back to Administrator and request the New Faculty Hire Appointment Recommendation Package.	Executive Officer

Offer:

Submit New Faculty Hire Recommendation Package. Package should include: Appointment Recommendation Form Chair's/Director's Letter of Recommendation Curriculum Vitae Interview Statements Reference Letters Teaching Evaluation Tables Interview Schedule Job Advertisement	Administrator
Review details of Appointment Recommendation Form and package, re-confirm financial details with DoFA and seek Dean's approval. If approved, keep a copy for faculty personnel file and forward to AVP and Dean, Graduate Studies and Provost for further approvals and issuance of the official offer letter from the President.	Executive Officer

Onboarding/Orientation:

Once an offer is accepted:

Set up new hire in Mosaic. Information transfers to ATP.	Provost's Office & HR Advisor
<ul style="list-style-type: none"> • Update Master Faculty List with appointment information, tenure and promotion dates, and research leave dates • Update Faculty Membership List in binder • Confirm accurate record exists in ATP • Create faculty personnel file (e-folder & hard copy) • Copy recruitment folder to personnel e-folder • Send the orientation email which includes the online form to new faculty (http://goo.gl/forms/5E1uMHL1I3xCh1Du2) and request a photo be sent to the Communications and Marketing Strategist for an announcement 	Executive Officer

<ul style="list-style-type: none"> • Send an email to the Director, ROADS (Sherisse Webb) and Senior Research Accountant see below: <ul style="list-style-type: none"> - Connie Cook (ECE & Chemical Eng.) concook@mcmaster.ca - Lerida De Luca Drosi (MSE) ldeluca@mcmaster.ca - Cindy Maharaj (Eng. Phys.) cmahara@mcmaster.ca - Kathleen O'Neill (Mechanical & Civil Eng) koneill@mcmaster.ca - Christine Westoby (CAS) westoby@mcmaster.ca <p>Arrange a New Faculty Orientation week of events including the Teaching & Learning Toolkit with the MacPherson Institute (Kris Knorr), Lunch at the University Club with the Dean, Associate Deans, faculty mentors, and Executive Officer providing a copy of the New Faculty Orientation booklet, workshop with ROADS, MILO, and Associate Dean, Research, Mentoring Workshop with M. Lightstone, and Instructional Skills Workshop and/or Course Design workshop through MacPherson Institute.</p> <p>Review: Types of appointments Teaching portfolios and T&P FDA MUFA</p> <p>Provide links to helpful information: (i.e. parking, Engineering website, Working at McMaster, Daily News)</p>	
<p>Official HR sign-in. HR Advisor (Alison Forler) reviews: Vacation entitlement Health & Safety Pension & Benefits (FEAP) Bursary (after first 3-year appointment) Confidentiality agreement Emergency contact information</p>	<p>HR Advisor</p>
<p>Draft and send announcement, add biographies and photos to website</p>	<p>Communications and Marketing Strategist</p>
<p>Reimburse relocation expenses, as applicable and support PDA Add to email distribution lists Set up office space and telephone, issue photocopier code Create profile on Staff & Faculty Directory Set up administrative leadership roles in Mosaic and prepare paperwork, as required</p>	<p>Administrator</p>
<p>Identify office and lab space, as appropriate</p>	<p>Administrator/Director of Finance and Administration</p>
<p>Key/swipe card access</p>	<p>Administrator/The Hub</p>
<p>Department organizational chart/contact list</p>	<p>Chair/Director</p>

Tour of department space(s) Arrange meetings with other key contacts, as appropriate	
Set up research start-up account <ul style="list-style-type: none"> • Complete "Request for Internal Research Funds (IRF) form on behalf of new faculty member • Send form to Director, Finance and Administration (Nancy Balfourt) for signature and copy Finance Manager (Vania Loyzer) • The Finance Manager sends the form to Research Finance and sets up the account. 	Administrator/Finance Manager

Ongoing Support:

Payroll	HR Advisor
Expenses	Administrator/Finance Manager
General Inquiries	Administrator
Career Reviews Orientation/Mentoring Check-ins	Department Chair/School Director
Tenure & Promotion Faculty Development Academy	Executive Officer
Research Support	Research Finance