

Article 15 – Appointments

15.01 All Teaching Faculty Members initially shall be appointed as a Lecturer or Senior Lecturer.

15.02 A Lecturer's limited term appointment will normally have an initial three (3) year probationary period.

15.03 Appointment Process

- a) The Provost, in consultation with the Dean, shall determine when a vacant position exists and the academic discipline and/or specialties of the position. The Dean shall determine the experience, qualifications and any professional credentials or designations required of the candidate and prepare a posting for the position. The posting shall include:
 - i. a description of the position to be filled;
 - ii. the qualifications required of a candidate;
 - iii. any special conditions of the position;
 - iv. a statement that the candidate will be expected to have skills in the integration of technology into Teaching and to model those skills in their own Teaching in UOIT's web-centric and mobile learning environment;
 - v. a statement that the position is covered by this Collective Agreement with a website reference to the Collective Agreement and to the Association;
 - vi. the following equity statement: "UOIT is an equal opportunity employer and welcomes applications from qualified women and men, including members of visible minorities, Aboriginal peoples and persons with disabilities."; and
 - vii. a statement that "All qualified applicants are encouraged to apply; however, Canadian citizens and permanent residents will be given priority."
- b) The position shall be advertised on the University's website. It will normally be advertised on listservs, other websites and/or other venues appropriate to the discipline.
- c) The Faculty Association shall be notified via email of Teaching Faculty postings on the date that the position is posted on the University's website.

- d) The Dean shall appoint an ad hoc search committee to conduct a search. The Dean shall chair the committee and shall appoint to the committee at least four (4) faculty members, no more than two (2) of whom are Academic Administrators. The committee will be resourced by a non-academic staff member.
- e) The duties of the search committee include:
- i. using the contacts and networks of its members to ensure that the best possible candidates are identified;
 - ii. advising the Dean on which candidates to interview. Normally at least three (3) candidates will be interviewed;
 - iii. determining the most effective means of interviewing the candidates, including the questions to be asked and/or the assignments to be presented;
 - iv. arranging for any visit to the University and any public presentation(s) to be made by (a) finalist candidate(s);
 - v. acquiring and considering external references with respect to the fit and ability of (a) candidate(s) to perform the responsibilities of the position;
 - vi. determining whether any candidate will be recommended to the Provost for hiring. In all hiring decisions the primary criterion is academic and professional excellence; and
 - vii. recording its attempts to identify qualified Canadians or permanent residents to fill the position.
- f) Prior to the interview, the Dean shall send the candidate a letter setting out the interview arrangements, advising the candidate of the Faculty Association's contact information should the candidate wish to arrange to meet with a Faculty Association representative, and providing web links to:
- the Collective Agreement
 - the Faculty Association, and
 - a description of the pension and benefits plans
- g) The Dean may determine to abandon the search at any time and/or determine that no candidate is suitable for the position. In the latter circumstance, the Dean shall determine whether or not a new or revised search process will be undertaken. The Dean shall provide the reasons, in writing, to the Provost, with a copy to the search committee.

- h) The Dean shall prepare a written report that provides a ranked list of the candidates that are recommended by the committee, along with reasons for the recommendation(s). This report shall include the extent to which there has been unanimity within the committee on the final recommendation(s) and, if applicable, whether there are dissenting opinions on the final recommendation(s) and those dissenting opinions. The Dean shall provide his/her own recommendation(s) to the Provost in addition to those of the committee.
- i) On the recommendation of the search committee and with the approval of the Provost, a Teaching Faculty Member may be hired directly into a Continuing Appointment position as a Senior Lecturer.
- j) The requirements of this process may be waived by the Provost to take advantage of a special opportunity. Special opportunities include converting of a current employee, a spousal opportunity or when an opportunity to hire an exceptional candidate comes to the Provost's attention. The Provost shall provide the Association notification and the reason for any special opportunity appointment.
- k) Special opportunity appointments shall be referred to a special search committee appointed as in 15.03 d). This committee shall have the duties set out in 15.03 e) iii to vi.

15.04 Appointment Letter

- a) After the Provost approves a candidate for hiring, the Dean shall prepare an appointment letter that includes but is not limited to:
 - i. an initial salary, set by the Dean, which takes into consideration the candidate's experience and qualifications. This salary shall represent a rate inclusive of any adjustments required by this Collective Agreement in the first Appointment Year;
 - ii. a statement that the appointment is conditional upon verification of the candidate's academic credentials;
 - iii. the Dean to whom s/he reports
 - iv. the normal date for the Continuing Appointment review;
 - v. any requirement that the candidate acquire and/or maintain in good standing certain professional credentials or designations when the failure to have or maintain such credential(s) or designation(s) could be grounds for dismissal;

- vi. a statement as to whether the offer is conditional upon the candidate being legally eligible to work in Canada;
 - vii. a statement that the position is in the bargaining unit represented by the Association, with web references to the Collective Agreement and to the Association; and
 - viii. a statement that the candidate is expected to model the integration of technology into Teaching in UOIT's web-centric and mobile learning environment.
- b) Once an offer of employment has been accepted by a candidate, a copy shall be placed in the Official File and a copy shall be provided to the Association.

15.05 Administrative Appointments

- a) The Dean may appoint a Teaching Faculty Member to an administrative position in a Faculty. The Dean of the Faculty will set out the duties of the position with the Teaching Faculty Member.
- b) Normally, an academic administrative appointment shall not exceed two (2) years in duration.
- c) A Teaching Faculty Member's academic administrative appointment may be renewed by the Dean.