



Guidelines - RAS Hiring Process 2025-26

Administrative responsibility for scheduling, etc. – Deans' Office

- Notification of the position
 - Once the Dean receives notice of approval to fill a position as per 25.02 2), they will notify the Department as well as HR and UWFA and will strike an Academic Search Committee (ASC) as per 25.04.
- Advertising the position
 - The ASC will meet with the Dean/ Assoc Dean as Chair to draft the ad.
 - The Deans' Office (Dean/ Assoc Dean and/or Administrative Assistant (AA)) will schedule the meeting and the AA will attend the meeting.
 - The Department Chair and/or the ASC will select tags for University Affairs/Universities Canada and Academic Work/CAUT and determine the date for applications and the length of the posting (30 or 60 days).
 - The AA will forward the final draft of the ad to the Deans' Office Office Manager and Program Officer who will forward it to UWFA for approval. Once that is received, the Office Manager will send the ad to UA/Univ Can and AW/CAUT.
- Reviewing the process and setting the itinerary for interviews
 - The Dean/ Assoc Dean and the ASC will meet to discuss the process and the interview day's itinerary, including agreeing on time to hold for the interviews.
 - The Deans' Office (Dean and/or AA) will schedule and the AA will attend the meeting.

Administrative responsibility for scheduling, etc. – Department

- Setting up the recruitment and selection process training
 - The Department Assistant (DA) will set up the recruitment and selection process training with HR and the ASC members will attend as per 25.03 a). The DA should attend the training. *Note: This training needs to be taken only once per academic year.*
- Shortlisting the candidates
 - The Dean/ Assoc Dean and the ASC will meet to create the short list and to discuss the interview questions.
 - The Department (Chair and/or the DA) will schedule the meeting and the DA will attend the meeting.

- Contacting the candidates
 - The Department (Chair and/or DA) will contact candidates to request candidates' availability for interview/travel, advise candidates on the interview process, and advise candidates on per diem rates and receipt requirements.
- Booking the flights, accommodations and meetings
 - The Department (Chair and/or DA) will:
 - Book candidates' flights and accommodations (as per [Guidelines - RAS Interview Expenses 2026-27](#)).
 - Book meetings according to the itinerary determined by the Dean/Assoc Dean and the ASC, including a meeting with the Dean and the UWFA Executive Director (or designate) as per 25.03 f).
 - Inform candidates of their interview day itinerary.
- Interviewing the candidates following Article 25.03.
- Bringing in the recommended candidate (if the interview process was conducted remotely)
 - As per 25.08 2), "Should a candidate that has been interviewed remotely for a tenure-track or continuing appointment be the recommended candidate, prior to finalizing the recommendation, that candidate shall be provided with an opportunity to meet with the Search Committee in person."
- ASC deliberation and decision
 - As per 25.03 and 25.08, the Dean/ Assoc Dean and the ASC will meet to review the candidates.
 - The meeting(s) will be scheduled by the Department (Chair and/or DA) as required.
 - Voting members of the ASC shall recommend by majority vote the appointment of a specific candidate as well as a ranked order, if relevant, of the other candidates as per 25.08 3).
 - Once the most suitable candidate has been decided, a member of the ASC will reference check the candidate.
 - The ASC will make a recommendation to the Dean/ Assoc Dean as per 25.03 g) on the [Academic Search Committee Recommendation Form](#) and CC the Office Manager.

Administrative responsibility for scheduling, etc. - Deans' Office

- Dean's recommendation to the PVPA
 - The Dean will make their recommendation and will forward that along with the ASC recommendation to the Provost and Vice-President, Academic. As per 25.08 1), "The recommendation shall include the assessment of the qualified applicants against the criteria established for the recruitment process and any relevant considerations regarding equity, diversity, inclusion and Indigenization."