

Knowing and Using Your Collective Agreement

Article 18: Hiring of Members

A very important part of collegial governance is deciding on departmental hiring priorities, search procedures, and methods of evaluating those who apply for positions at the University. These processes are outlined in the Collective Agreement. Below you'll find a description of what those processes should look like.

There have been some recent changes you should know about: in the 2013-16 CA, a change to the structure of search committees was made: **UMFA Members are to form the majority of voting members on search committees**. In the last round of bargaining, UMFA negotiated a clause that allows Members to **speak to the Association about defects that have occurred in the procedures** laid out in the CA without fear of breaching confidentiality. These small but important changes help protect your ability to participate in the hiring process.

As your academic unit goes through the hiring process this year, keep in mind that following process, as outlined in article 18 of the collective agreement, has to be followed by ***all departments***:

- A **meeting of academic staff members with faculty rank** in a department is to be held in order that priorities and procedures regarding the search, assessment, and recommendations for appointment can be decided and recommended to the appropriate Dean or Director. At this meeting, 5 UMFA Members in the department should be recommended to sit on the Search Committee.
- A search committee normally of 5 people is struck by the Dean/Director, and **3 of the 5 UMFA Members chosen by the department are to be on this committee**.
 - At least one faculty member from a related discipline is normally involved in the committee;
 - 2 people of each gender should be on the committee. Where this is not possible, at least 1 person of each gender is to be on the committee;
 - Provisions shall be made for student involvement, but failure to include students will not invalidate the process;
 - The Dean/Director or their designate is also on the committee as a non-voting chair.

In the case of cross-appointments, or where faculties or schools are not organized into departments, the Dean/Director is to outline procedures modeled on those outlined above.

A similar process holds for the ***hiring of academic librarians***:

- A **meeting of academic librarians** is to be held in order that priorities and procedures regarding the search, assessment, and recommendations for appointment can be decided and recommended to University Librarian. At this meeting, 5 UMFA Members in the unit should be recommended to sit on the search committee.
- A search committee of 6 people is to then be struck by University Librarian, and **3 of the 5 UMFA Members chosen by the academic librarians are to be on this committee**.

- 2 persons of each gender should be on the committee. Where this is not possible, at least 1 person of each gender is to be on the committee;
- The University Librarian or their designate is also on the committee as the non-voting chair.

In both departments and in the libraries , Members are to be advised when candidates are visiting the unit.

If these rules are not being followed in your unit, or there currently sits a committee that does not meet these criteria, please contact the UMFA office for advice.

Questions or Comments? Email FAUM@UMFA.CA or call the office at **204-474-8272**