



FACULTY OF ENVIRONMENTAL DESIGN (EVDS) Guidelines for the Selection and Appointment of Academic Staff

General

The following are Faculty Guidelines on the manner in which the criteria for selection and appointment of academic staff are applied within the Faculty of Environmental Design. This document serves to fulfill the University's requirement for such Faculty Guidelines (APT 3.5.4).

The policies and procedures of the University of Calgary as described in the *Procedures Pertaining to Appointment, Promotion, and Tenure of Academic Staff* (APT Manual) must be applied. Where these guidelines are silent or in the event of any conflicts between these guidelines and the policies and procedures of the University of Calgary, the latter shall prevail.

To facilitate cross-referencing, the following numbering parallels the numbering found in the University's APT Manual.

4.1 Definition of Academic Vacancies

- 4.1.1 It is the responsibility of the Dean of the Faculty of Environmental Design, subject to the approval of the Provost & Vice-President (Academic), to define the nature of any vacancy to be filled. Such definition shall be made in the context of University and Faculty planning decisions and should follow consultation with affected disciplinary groups. It is the responsibility of the Provost & Vice-President (Academic) to ensure that the definition of a vacancy is consistent with the University's policies and procedures.

4.3.9 An initial short-listing of candidates may be determined at any time, provided the vacancy has been advertised nationally for a minimum of thirty (30) days.

4.3.10 When the EVDS Academic Selection Committee determines that two or more candidates are equally qualified to receive an offer of appointment, and at least one of these candidates is from either of the following groups:

- a) the minority gender in a unit in which the gender ratio of academic staff is greater than 2:1, or
- b) any group that is identified under Employment Equity and that is under-represented as defined by the Faculty's Employment Equity Plan,

the Committee shall recommend that an offer of appointment be made to the candidate who is a member of groups a) or b).

4.3.11 The EVDS Academic Selection Committee may choose, for good reason, to recommend no candidate to the Dean.

4.3.12 If the appointment recommendation of the Dean differs from the advice received from the Academic Selection Committee, the Dean shall inform the Provost & Vice-President (Academic) and the members of the Committee.

4.3.13 In certain circumstances, the EVDS Academic Selection Committee may recommend that the appointment be made *With Tenure*. In such cases, the Committee must make its recommendation based on the career history of the applicant when considered in the spirit of Section 5.7 of the APT Manual.

4.3.14 An appointment *With Tenure* may be offered upon appointment only if so recommended to the Dean by the EVDS Academic Selection Committee.

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4.5.3.1 The nature of that alternative administrative jurisdiction shall be conveyed in writing to the academic appointee and other affected parties by the Dean or Provost & Vice-President (Academic) at the commencement of the arrangement.

4.5.4 In all cases of family or consensual relationships, there shall be an obligation on the affected members of the family or relationship to bring the situation to the attention of the appropriate Dean or the Provost & Vice-President (Academic).

4.6 External Obligations

4.6.1 During appointment negotiations and prior to the signing of the letter of appointment, individuals selected for Continuing, Contingent Term, or Limited Term appointments must declare any employment obligations to, or contractual relationships with, any other institution or organization if these obligations or relationships shall remain in effect after acceptance of appointment to the academic staff of the University of Calgary.

4.7 Letter of Appointment

4.7.1 Previous correspondence with the Dean or a Program Director / Coordinator notwithstanding, only the President, or designate, may send the official and binding letter of offer of an academic appointment on behalf of the Board of Governors to the candidate. This letter of appointment shall specify terms and conditions of employment, which shall include an outline of the general duties and responsibilities.

4.7.2 When an academic appointee is to hold appointment in more than one Faculty, the letter of appointment shall clearly state which Faculty's promotion and assessment procedures and criteria shall prevail.

4.8 Extraordinary Procedures for Expedited Spousal Hiring

It may from time to time prove to be in the University's best interest to act expeditiously in order to be able to:

- a) make employment offers to both members of a marriage or domestic partnership in which both have academic qualifications, but where no Limited Term, Contingent Term, or Continuing position has been advertised suitable for one of the spouses: or
- b) make employment offers to the spouse of an existing Limited Term, Contingent Term, or Continuing academic staff member for retention purposes.

Definitions

4.8.1 For purposes of these procedures:

- a) "Dean" refers to the person who makes academic appointment recommendations to the Provost & Vice-President (Academic).
- b) "Destination Faculty" or "Destination Unit" refers to the Faculty, Department or other academic unit (as determined by a Faculty Council under Section 4.8.11) in which it is proposed to find a position for the Secondary Spouse.
- c) "Home Faculty" or "Home Unit" refers to the Faculty, Department or other academic unit of the Primary Spouse.

specified by the Dean. These shall be made available to academic staff members in the Destination Unit, for review in the Destination Unit's administrative office for no less than five work days. It is understood that the publications may be photocopied or reproduced by the Unit concerned and circulated as a means of expediting the diffusion of relevant information.

4.8.8 The Dean of the Destination Faculty shall arrange, not at the expense of the Destination Unit, for at least one professional presentation to the Destination Unit by the Secondary Spouse and shall provide opportunities for informal meetings with interested members of the Destination Unit and an interview with the Committee. The Dean shall seek letters of reference from the individuals identified by the Secondary Spouse. The letters shall be presented to and remain confidential to the members of the committee.

4.8.9 Following the presentation to the