



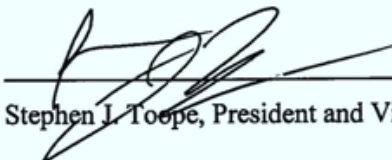
THE UNIVERSITY OF BRITISH COLUMBIA
Report to the Board of Governors

SUBJECT AMENDMENTS TO POLICY #20 (ADVERTISING OF POSITION VACANCIES) AND THE ASSOCIATED PROCEDURES

MEETING DATE February 6, 2013

Forwarded to the Board of Governors on the
Recommendation of the President

**APPROVED FOR
SUBMISSION**



Stephen L. Toepe, President and Vice Chancellor

Presented By Hubert Lai, University Counsel
David Farrar, Provost and Vice-President Academic
Wesley Pue, Provost and Vice-Principal Academic & Research
Lisa Castle, Vice-President Human Resources

Report Date January 16, 2013

DECISION REQUESTED For Information

EXECUTIVE SUMMARY

Policy #20 (Advertising of Position Vacancies) requires that vacancies for faculty and senior academic positions be advertised, specifies certain publications where those advertisements must be placed, permits exceptions to advertisements in special circumstances, and provides for the inclusion of the University's equity statement.

The Policy is incomplete and has become outdated since it was last reviewed. The Policy should be amended to support the University's goal of recruiting the most qualified candidates for position vacancies and to consolidate the University's policies on advertising into one document.

The proposed amendments for Policy #20 have been developed under the oversight of the Office of the University Counsel and create no legal or governmental liabilities.

Approval of these proposed amendments is within the statutory powers of the Board of Governors and no governmental approvals are required.

Place and Promise Outstanding Work Environment
COMMITMENT

Place and Promise Ensure processes and supports are in place to recruit first choice applicants for staff and
ACTION(s) faculty positions

Increase coordination of mid-level plans to provide a respectful, inclusive and collegial work environment

Description & Rationale Policy #20 was first approved in 1992 and has not been reviewed since 2005 when it was updated to add a Responsible Executive for UBC Okanagan. The Provost's Advisory Committee on Equity and Diversity requested a review of the Policy and proposed revisions to the equity statement contained in the Policy. Over time, the University has developed a collection of documents governing advertising of positions in addition to Policy #20.

Currently, a hiring unit is required to refer to two documents to understand the University's requirements on advertising. These are Policy #20 and the Faculty Relations Advertising Guidelines. In addition, hiring units are also expected to use the appropriate faculty or staff advertising template and refer to other supplemental tools such as the UBC Advertising Template Checklist and the Faculty Advertising Guidelines Matrix.

The purpose of Policy #20 is to establish sound advertising practices to attract a broad and diverse pool of qualified applicants for position vacancies.

The current equity statement in Policy #20 is:

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply.

The replacement language recommended by the Provost's Advisory Committee on Equity and Diversity is intended to be more inclusive and is:

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

The Policy #20 Review Committee incorporated verbatim the language recommended by the Provost's Advisory Committee on Equity and Diversity.

The substance of Policy #20 largely remains unchanged; however, additional language from the Faculty Relations Advertising Guidelines has been inserted to consolidate the University's advertising requirements into Policy #20. The structure has also been updated to bring it in line with the University's current policy standards.

The proposed amendments to Policy #20:

- clearly identify the types of positions that require advertisement;
- require the inclusion of the University's equity statement in all posted positions and adopted the equity statement approved by the Provost's Advisory Committee on Equity and Diversity;
- draw attention to Service Canada and Citizenship and Immigration Canada and requires compliance with their advertising requirements within the Policy;
- provide a comprehensive list of the circumstances where the University does not require advertisements;
- shift all detailed advertisement requirements mandated by Service Canada and Citizenship and Immigration Canada and collective agreements into the Procedures to allow for the administration to update the information as required; and
- shift University advertisement requirements into the Procedures to allow for the administration to update the methods and media for advertisement to respond to evolving recruitment practices.

Additional Materials

The current Policy #20, the Faculty Relations Advertising Guidelines and the proposed version of Policy #20 are on file with the Board Secretariat.

SCHEDULE

Implementation
Timeline

The proposed amendments are being submitted for information to the Board of Governors. Subject to any feedback from the Board, the proposed amendments will be published on the website of the Office of the University Counsel with a public call for comments.

Feedback from the public consultation process will be considered by the Policy Review Committee and the proposed Policy will be amended accordingly. It is anticipated that this process can be completed in time to allow the Administration to bring a Policy proposal, updated as appropriate with a recommendation for approval, to the Board of Governors at its meeting in June 2013.

CONSULTATION

Relevant Units,
Internal & External
Constituencies

The Office of the University Counsel convened a policy development committee to undertake a comprehensive review of Policy #20. The committee, comprised of the following members, has determined that the Policy should be updated and has prepared the proposed amendments:

- Karen Szeto, External Counsel, Office of the University Counsel (Chair)
- Gordon Binsted, Dean, Health & Social Development, UBC Okanagan
- Alexandra Bayne, Director, HR Integrated Strategies, UBC Vancouver
- Pauline Brandes, Director, Human Resources, UBC Okanagan
- Robert Eggleston, Associate Dean, Faculty of Creative & Critical Studies, UBC Okanagan
- Katriona MacDonald, Associate Dean International Relations and Strategic Planning, Sauder School of Business, UBC Vancouver
- Frederick Mikelberg, Vice-Dean, Academic Affairs, Faculty of Medicine, UBC Vancouver
- Tom Patch, Associate Vice President Equity
- Maureen Webb, Senior Manager, Faculty Relations, UBC Vancouver