

## Hiring Foreign Academics in Canada

The following information is a brief overview to the logistics of hiring foreign academics in Canada. All questions regarding hiring criteria and foreign academics should be directed to the Office of Faculty Recruitment & Retention via email at [faculty.support@uwo.ca](mailto:faculty.support@uwo.ca).

Special hiring criteria for foreign academics have been developed by Human Resources and Social Development Canada (HRSDC) and Citizenship and Immigration Canada in collaboration with Canadian Universities, colleges and unions representing Canadian academics. In 2001, the federal government revised the requirements for the advertisement of and recruitment to academic positions replacing the previous two-tier process with a simultaneous recruitment process. This removed the previously cumbersome requirement to seek permission from HRSDC to move to a foreign applicant pool following a thorough and documented review of all Canadian and permanent resident applicants.

Highlights of this simultaneous process:

### ***Simultaneous Recruitment***

- Simultaneous search process permits a single recruitment campaign with simultaneous advertising in Canada and abroad when recruiting for academic positions
- Simultaneous Recruitment does not relieve Universities of their responsibility to give Canadian citizens and permanent residents first opportunity for positions for which they are qualified and available
- Simultaneous Search means a single recruitment process whereby Canadians and Permanent Residents are assessed first and given priority
- Should no qualified Canadians be found, universities may select a qualified foreign applicant to fill a vacancy
- Simultaneous search process must be advertised in a manner which brings the position to the attention of Canadian citizens and Permanent residents
- The advertising medium chosen must be appropriate for the discipline
- Advertisements must run for a reasonable time to allow broad exposure, normally one month
- All advertisements must include the following statement: "All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority."

### ***Assessment of Candidates***

- All Canadian citizens and permanent resident applicants who meet advertised requirements must be invited to participate in the selection process
- Canadian citizens and permanent residents who were found qualified must be offered a position before an offer is made to a foreign candidate
- The University must report the reasons why a non-Canadian was selected over the best three Canadian applicants. For details on the reporting requirements, please contact the Office of Faculty Recruitment & Retention at (519) 850-2915.
- Western must be prepared to complete a yearly summary report on recruitment practices for Canadian academics and results.

Academic institutions are the sole judges of the merits of academic candidates when considered against the advertised requirements of the position. It is not the role of HRSDC to be involved in the determination of whether a candidate is suitable for the advertised position. This responsibility rests solely with the institution and its appointments committees. Consequently, it is essential that appointments committee retain thorough documentation supporting the hire of foreign academics to prevent problems if an appeal is made by a candidate or an audit by Citizenship and Immigration Canada.