

# MEMORANDUM

**To:** Deans, Department Chairs, Directors of Schools, Director of the Dan Program in Management and Organizational Studies

**From:** Alan Weedon, Vice-Provost (Academic Planning, Policy and Faculty)

**Copy:** Michele Parkin, Director, Faculty Relations, Ruban Chelladurai, Associate Vice-President (Institutional Planning and Budgeting)

**Date:** September 29, 2011

**Subject:** Information for Appointments Committees established under the Collective Agreement for UWOFA-represented faculty

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1. In 2003-04 a program was introduced to facilitate the recruitment of women into probationary or tenured faculty positions. Under this program, 50% of the first year's salary and benefits are transferred to the Faculty of the hiring unit as one-time funds when a woman is hired into a probationary or tenured faculty position that is funded from the Faculty's operating budget. The intent of this program is to provide resources that can be used to support successful recruitment of the first ranked candidate when that candidate is a woman. In 2008-09 the program was extended to the recruitment of members of the First Nations community into probationary or tenured faculty positions. This program will continue in the current four year budget planning cycle (2011-12 to 2014-15). Please ensure that your appointments committees are aware of this program.
2. In recent years central funds have been provided to aid in the recruitment of tenure-track faculty who have a spouse or partner who is also looking for a full-time faculty appointment. Under this program one third of the salary and benefits to support a full-time faculty position for the spouse or partner are transferred from central funds on an annual basis and are converted into base funding after two years. The position of the "lead" spouse must be fully funded from the operating budget of the Faculty and it is expected that the remaining two thirds of the salary and benefits of the spouse or partner be shared equally between the Faculty of the unit hiring the "lead" spouse and the Faculty of the unit hiring the spouse or partner. The spouse or partner can be hired into a tenure-track position through open competition, or into a Limited-Term position without advertising. In both cases the Appointments Committee of the receiving unit must be willing to recommend the appointment of the spouse or partner. This program will continue in the current four year budget planning cycle (2011-12 to 2014-15).
3. The *Employment Equity* article of the faculty collective agreement contains a variety of provisions that are intended to promote the application of the principles of employment equity in the hiring of faculty, and that are intended to ensure appropriate representation of designated groups (women, visible minorities, persons with disabilities, and aboriginal persons) in the professoriate. Please ensure your Appointments Committees review these provisions, along with

the *Employment Equity Guide*, at the commencement of a search. Links to the *Appointments* article, the *Employment Equity* article and the *Employment Equity Guide* can be found at the following web address:

<http://www.uwo.ca/pvp/facultyrelations/faculty/Appointments%20Committees.htm>

The *Employment Equity* article in the 2010-14 collective agreement contains two new provisions. **The first of these requires that prior to short-listing of candidates, the composition of the applicant pool be compared with available data reflective of applicant pools for similar positions elsewhere in Canada. Where the comparison reveals significant under-representation of a designated group among the applicants for the position, the Appointments Committee must undertake further efforts to attract applicants from that designated group before constructing a short list for interview.** For entry-level positions at the Assistant Professor rank the applicant pool in many disciplines is composed of recent PhD graduates. For positions where appointment may be made at the rank of Associate Professor or Professor, the applicant pool consists primarily of faculty already in a professorial rank at a university. Data are available showing the proportion of women graduating from PhD programs at G-13 universities, and the proportion of women in faculty positions at G-13 universities. These data are available at the web address given above and are disaggregated by discipline.

At this time we do not have available data for representation of visible minorities, persons with disabilities, or aboriginal persons in the applicant pools for faculty positions, and Appointments Committees have no means of determining whether applicants are members of these groups.

Please ensure that your Appointments Committees undertake an appropriate analysis of representation of women in the applicant pool prior to short-listing candidates for interview, and that they take steps to enlarge the applicant pool if the analysis shows under-representation. A description of this analysis should be provided in the report on the search process that each committee must provide to the Dean at the time of its recommendation of its first ranked candidate. In addition to the G-13 data referenced above, Appointments Committees may refer to other sources of disciplinary data that may be available to them, and a description of such data sources should be included in the search process report. A template for such reports is available through the Office of Faculty Relations.

The second new provision in the *Employment Equity* article also relates to the search process report. This report has included a ranked short list that formally presents the qualifications of each candidate and the reasons for the ranking. **The search process report must now also include an explicit statement of the rationales for exclusion of any qualified candidates that are known to be members of designated groups.**

Please note that the Provost will not sign Letters of Appointment unless the search report provides evidence of compliance with the intent of the *Employment Equity* Article, including these new provisions. Should you have questions about the implementation of these new provisions, please contact your Faculty Relations Consultant in the Office of Faculty Relations.