



## Procedures for the Standing Committee on Initial Appointments (SCIA)

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In accordance with Article 5, Procedures for Appointment Reappointment, Tenure and Promotion, of the 2012-2014 Collective Agreement (CA) between UBC and the Faculty Association and the 2013/4 Memorandum of Agreement (MOA) between UBC and the Faculty Association regarding Review for Promotion at UBC Okanagan, our procedures for the SCIA of Department of Biology as formally approved on January 15, 2014 are as follows:

### Expectations:

- All recommendations will be made in accordance with:
  - The concepts of procedural fairness
  - UBC Collective Agreement
  - MOA between UBC and the Faculty Association regarding Review for Promotion at UBC Okanagan
  - Considerations on appropriate standards of excellence across and within faculties and disciplines
- Confidentiality will be respected by all of those participating in the process.

### Procedures:

- When there is the possibility of a new hire, a recommendation for hiring from the Selection Committee will be reviewed by the SCIA.
- Pursuant to the 2013/4 MOA and the CA, eligible members of the department will elect a subset of members to the SCIA.
- On approval of the eligible members of the Department of Biology, the members of the Standing Committee for Reappointment, Promotion and Tenure (SCRPT) may be designated as the SCIA.
- In this case, only the members of the SCIA would vote on the recommendation of the Selection Committee.
- The Department Head will chair the SCIA but will not vote.
- The vote will be by simple majority.

### Candidates to be considered by the SCIA:

- The Selection Committee will provide access for members of the SCIA to all of the relevant material provided by the candidate before the SCIA is convened. Relevant material includes information requested under recognized procedures for applications (e.g., candidate's CV, teaching statement/dossier, references, and publications).
- An appointment to a senior position (Associate Professor, Professor, Associate Professor of Teaching, Professor of Teaching) also will undergo review by the SCIA, which may include Associate Professor of Teaching for candidates hired into the Professor of Teaching stream.

## The Standing Committee on Initial Appointments:

### **Membership:**

- In accordance with the MOA, eligible members for the SCIA are all those in the Department who are tenured, **and** those who are untenured and of a rank equal to or higher than the rank at which the appointment is to be made.
- Only faculty members in the research stream are eligible to be members of the SCIA if the appointment is of a faculty member in the research stream.
- Faculty members in the Professor of Teaching stream (Assistant Professor of Teaching, Associate Professor of Teaching, Professor of Teaching) are eligible for membership on the SCIA if the person being hired is in the Professor of Teaching stream.
- The SCIA will consist of 5 eligible members of the Department of Biology, plus the Head (who does not vote) (5.4.21).
- On approval of the eligible members of the Department, the SCIA may be the members of the SCRPT.
- If the Department chooses to have a separate SCIA, eligible members of the Department can put forward their own name for the SCIA or can be nominated (with permission) by another eligible member of the Department.
- If the decision is made that the SCRPT and the SCIA should have different members, then the members of the SCIA will be elected by all eligible members of the Department of Biology by secret ballot (5.4.2)
- A vote of the membership of the SCIA will be carried out for each new appointment into the Department of Biology.

### **Review and discussion of the file:**

- The Head chairs meetings of the SCIA, but does not vote.
- All members of the SCIA are required to attend meetings or provide an explanation as to why they can't attend, for example: Illness, conflict of interest.
- If a member is unable to attend the meeting, then s/he may submit written comments; however, the memorandum will not constitute a vote. (5.4.24). **There is no voting in absentia or by proxy.**
- Confidentiality is expected of all those participating in the review.
- The voting majority will form the recommendation, and all votes will be recorded.
- The eventual outcome of the meeting is a letter sent to the Dean from the SCIA that clearly outlines the in-depth review of the candidate, his/her file, his/her performance during the various phases of the search process, and the resulting vote of the SCIA.
- In the case of initial appointment at the rank of Assistant Professor, the letter provides reasons for a recommendation to hire.
- For a senior appointment, members of the SCIA will meet formally once the letters are received to review the case in its entirety, vote on the candidate's rank, vote on tenure, and prepare the recommendation letter that goes to the Dean and onward to SAC.