


PROCEDURE: 400.03.01

SECTION: Human Resources	
TOPIC: Hiring Practices	
EFFECTIVE DATE: May 7, 2013	INCORPORATES/REPLACES: 400.03 Hiring Practices (Sept 2004) 400.03.01 Hiring Practices Permanent Faculty 400.03.02 Sessional Hiring 400.07.01 Employment Considerations
LATEST APPROVAL DATE: September 16, 2013	
NEXT REVISION: September 2016	ARCHIVED: 400.03 Hiring Practices (Archived Sept 2004) 400.07.01 Employment Considerations 400.03.01 Hiring Practices Permanent Faculty 400.03.02 Sessional Hiring
APPROVING AUTHORITY: <div style="text-align: center;">  </div>	
Original signed by President + CEO	

INTENT:

Alberta College of Art + Design (ACAD) practices equal opportunity and fair hiring processes when filling vacancies and hires the most qualified individuals to ensure the success of College goals in alignment with Inspiring Passionate Learning: ACAD's Strategic Plan for the Future. ACAD is committed to fostering diversity within our community. Authority related to the general responsibilities and duties of management of the business and affairs of the College is delegated by the Board of Governors of the Alberta College of Art + Design to the President + CEO.

The College has adopted this procedure to ensure that all job applicants are considered for employment opportunities in a fair and consistent manner. Hiring practices will comply with Alberta Human Rights legislation, Alberta Employment Standards, policies and procedures, terms and conditions of employment and negotiated agreements, and practice guidelines.

SCOPE:

This Procedure applies to all job applicants seeking employment opportunities with ACAD including faculty and staff.

PRINCIPLES:

1. ACAD shall ensure that all vacancies are staffed by qualified candidates who are selected and appointed on the basis of required knowledge, experience, skills and abilities.
2. ACAD shall ensure that hiring guidelines and practices comply with legislative, regulatory and policy requirements.
3. ACAD shall ensure that equal opportunity is provided in all aspects of hiring practices.
4. ACAD shall ensure that those who would contribute to the further diversification of the College are welcomed.
5. ACAD shall ensure that the personal information and privacy of all applicants is protected in accordance with the Freedom of Information and Protection of Privacy Act.

PROCEDURE:

1. Requirements for additional or replacement faculty or staff shall be determined by the designated Hiring Manager and the respective Vice President /President + CEO following a thorough strategic recruitment analysis linked to budgetary approval by those individuals.
2. Upon receipt of the completed staffing requisition and recruitment analysis from the Hiring Manager (HM), Human Resources (HR) will directly support the HM and respective Vice President/President + CEO throughout the hiring process to ensure that all legal and practice requirements are met. Additionally HR is available to any/all search committee members for advice and guidance.
3. Independent consultants and short-term/long-term contractors may be hired to provide services when necessary. Approvals must be obtained prior to such hires from HR, Finance, and the respective Vice President/President + CEO with adequate and appropriate notification to stakeholders as required.
4. Vacancies shall normally be advertised externally and internally. Deviations from this process will be determined through consultation by HM with HR and the respective Vice-President/CEO.
5. Designated individuals will be appointed by the HM in consultation with the respective Vice-President/President + CEO and HR to represent ACAD in the hiring process. Search committees shall be established and shall operate in compliance with statute, policy, procedure, guideline and practice requirements to assist in the hiring process. Representatives from faculty, staff and student constituencies and/or external committee members shall be considered as appropriate. Subsequent changes in the composition of search committees are the domain of the

Hiring Manager in consultation with the respective Vice President/President + CEO as necessary.

6. An agreement to recommend appointment is said to exist when there is majority agreement among all members of a committee. Those members of the Committee not in agreement may submit a minority report to the HM and to the respective Vice President/President + CEO for consideration and review of process. The respective Vice-President/President + CEO may in consultation with HM and HR determine that the process is productive and results will stand; or, determine the process is non-productive and results are invalid with recommendations for future action. If no report accompanies a hiring recommendation, consensus is deemed to stand.
7. All successful candidates shall receive a letter of employment or letter of engagement authorized by the HM. Letters will indicate the date of appointment, salary upon commencement, type and category of appointment with the exception of casual employees. HM is encouraged to consult with HR prior to hiring in terms of casual hires to ensure minimum practices have been met, for example, reference checking has been completed.
8. All regular employees shall be provided with a position description outlining responsibilities and accountabilities at the time of hire. It is the responsibility of the HM to ensure that casual employees fully understand expectations relating to the role, responsibilities and accountability for period of hire. In particular, ACAD will ensure that new employees (permanent employees through HR and non-permanent employees, contractors and volunteers through the HM) are made aware of Procedure 200.20.01 Information Technology – Acceptable Use Procedure and Agreement, Procedure 400.19.01 : Code of Conduct, Procedure 400.20.01: Conflict of Interest and Procedure 700.06.01 harassment and Discrimination.
9. Each regular employee shall be provided with an institutional orientation to ACAD during their first weeks of employment. HR will manage the institutional orientation in conjunction and in consultation with the HM.
10. Hiring Managers are responsible for position-specific workplace orientation for regular employees, casual employees, sessional faculty, contractors and volunteers.
11. HR will develop and maintain hiring guidelines and practices which may vary depending on type and category of employee group and will follow published agreements. Hiring guidelines and practices will be amended as required subject to meaningful consultation with stakeholders and according to contractual agreements where applicable.
12. Hiring guidelines and documents required for effective hiring practices can be located on the ACAD Infolab.

REFERENCE:

- ACAD Human Resources Policy # 18
- ACAD Respectful Workplace Policy #17
- ACAD Relocation Procedure 400.11
- ACAD Code of Conduct Procedure 400.19.01

- ACAD Conflict of Interest Procedure 400.19.02
- ACAD AUPE, Local 071/006 Collective Agreement
- ACAD ACADFA Collective Agreement
- ACAD Guidelines for Permanent Faculty Hiring
- ACAD Guidelines for Sessional Faculty Hiring
- ACAD Guidelines for Management/Exempt Hiring
- ACAD Guidelines for Support Staff (AUPE) Hiring
- Alberta Human Rights Act
- Alberta Employment Standards Code
- Freedom of Information and Protection of Privacy Act
- Alberta Post-Secondary Learning Act