

Approval Date: May 13, 2011 Effective Date: July 1, 2011

Recruitment Policy

Office of Accountability:	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Vice-Provost & Associate Vice-President (Human Resources) and the Office of Faculty Relations
Approver:	General Faculties Council & Board of Governors
Scope:	Compliance with University policy extends to all members of the University community.

Overview

Legislation Governing Academic Staff

Pursuant to provisions of the *Post-Secondary Learning Act of Alberta*, the Board of Governors has the authority to manage and operate the University in accordance with its mandate and employ **staff members**, including academic staff.

The complete wording of the relevant section(s) of the *Post-Secondary Learning Act of Alberta* should be checked in any instance where formal jurisdiction or delegation needs to be determined.

Legislation/ Agreement Governing Support Staff

Employment of support employees is pursuant to the *Public Service Employee Relations Act*, the *Employment Standards Code* and the *Post Secondary Learning Act*. Employment of support employees who are covered under the collective agreement is also governed by the *Collective Agreement between the Non-Academic Staff Association and the Governors of the University of Alberta*.

Purpose

The purpose of this policy is to establish transparent practices in the **recruitment** of individuals employed by the University of Alberta. The University's aim is to have consistent practices, with objective criteria, and to employ those individuals who will contribute to the achievement of the University's mission.

POLICY

1. BASIS FOR EMPLOYMENT DECISIONS

a. Decisions will be made on the basis of merit.

b. Decisions will be governed by all relevant federal and provincial legislation and by the University's *Discrimination and Harassment Policy* as may be amended from time to time. Decisions will be made in accordance with the University's *Employment Equity Plan* as may be amended from time to time.

c. Decisions will be made with an on-going commitment to remove employment-related barriers which may inhibit the recruitment and retention of individuals in the **designated groups** and other individuals who possess personal characteristics identified as protected grounds in the *Alberta Human Rights Act* and the University of Alberta *Discrimination and Harassment Policy*.

2. CANDIDATES FOR EMPLOYMENT

- a. Qualified individuals, including University staff members, students and alumni of the University of Alberta may apply for a position within the University.
- b. A **Foreign national** may apply for positions and appointment will be subject to relevant Federal and Provincial Government regulations.
- c. The employment of **children** will be subject to the relevant provincial legislation.
- d. **Family members** or **associated individuals** may apply for positions but the staff member involved will not be included in the recruitment process or decision.
- i. All employment decisions involving family members or associated individuals will be made in accordance with the University's *Conflict Policy*.
- ii. All employment decisions about hiring family members or associated individuals will take into account the legal principles surrounding family status under the *Alberta Human Rights Act* and the University of Alberta *Discrimination and Harassment Policy*.

In accordance with the University's *Conflict Policy* exceptions these decisions may be made by the appropriate Vice-President where special circumstances apply.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
Staff Member	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
Recruitment	The posting, advertising and selection of persons to be employed as staff members
Designated Groups	Women, Aboriginal persons, persons with disabilities, and visible minorities.
Foreign National	Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements).
Children	A person under the age of 16 as defined in s.65(1) of the <i>Employment Standards Code</i> .
Family Members	Includes a person's spouse or adult interdependent partner or another individual to whom the person is related by blood, marriage or adoption.
Associated Individuals	An individual whose employment by a staff member would have the appearance of being a conflict of interest. This includes consensual personal relationships and business relationships.

RELATED LINKS

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[Alberta Human Rights Act](#) (Government of Alberta)

[Conflict Policy – Conflict of Interest and Commitment, and Institutional Conflict](#) (UAPPOL)

[Discrimination, Harassment and Duty to Accommodate Policy](#) (UAPPOL)

[Employment Equity Act](#) (Department of Justice)

[Employment Equity Plan](#) (University of Alberta)

[Employment Standards Code](#) (Government of Alberta)

[Human Resources and Skills Development](#) (Government of Canada)

[Immigration and Refugee Protection Act](#) (Department of Justice)

[Post-Secondary Learning Act](#) (Government of Alberta)

[Public Service Employee Relations Act](#) (Government of Alberta)

PUBLISHED PROCEDURES OF THIS POLICY

[Academic Selection Procedure](#)

[Academic Staff Posting and Advertising Procedure](#)

[Acting and Interim Senior Administration Appointment Procedure](#)

[Department Chairs Review Procedure](#)

[Department Chairs Selection Procedure](#)

[Department Chairs Selection Procedure \(Appendix B\): Terms and Conditions for Department Chairs](#)

[Determination of a Worker's Status Procedure](#)

[Faculty Deans Review Procedure](#)

[Faculty Deans Selection Procedure](#)

[Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties](#)

[Housing Support Procedure](#)

[Moving Expenses and Relocation Benefits for Academic Staff Members Procedure](#)

[Presidential Review Procedure](#)

[Presidential Search Procedure](#)

[Presidential Search and Review Procedures \(Appendix A\): Committees for President Position Definitions and Eligibility](#)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#)

[Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#)

[Selection of Department Chairs Procedure \(Appendix A\): Roles and Responsibilities](#)

[Support Staff Posting and Advertising Procedure](#)

[Support Staff Selection Procedure](#)

[Vice-Presidential Review Procedure](#)

[Vice-Presidential Search Procedure](#)

[Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility](#)