

FACULTY HIRING POLICY

This policy is the responsibility of Faculty Senate and was approved by Faculty Senate on May 14, 2012. This policy was revised in May of 2014 and is reviewed annually.

POLICY OVERVIEW

The Briercrest Faculty Senate “make[s] recommendation to the Board with respect to the appointment . . . of the members of the teaching faculty” (Briercrest College and Seminary General Operating By-laws, 10.3.4).

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

The policy applies to all continuing appointments to the faculty at Briercrest College and Seminary.

POLICY STATEMENT

The Faculty Senate authorizes the Vice-President Academic to strike search committees that will act on behalf of the Senate to make recommendation to the Board with respect to the appointment of the members of the teaching faculty.

PROCEDURES

Composition of the Search Committee

1. The Search Committee will typically be comprised of five members, including three members whose primary appointments are not administrative;
2. Wherever possible, the Search Committee will include a representative from the discipline in which the search is being conducted;
3. The Vice-President Academic will aim to strike search committees that are broadly representative (i.e., in gender, rank, and faculty) of the Senate.

Search Process

1. All searches for continuing faculty posts will be approved by the Faculty Senate.

2. Except as approved by the Faculty Senate, all searches for continuing faculty posts will be open searches and advertised both internally and externally;
3. The Search Committee will review all candidates for the post and, from that list of applicants, establish a short list with whom preliminary, telephone interviews will (typically) be conducted;
4. The Search Committee will determine the finalists for the posts, who will be invited to the campus for full (typically two-day) on-site interviews.
5. At the conclusion of the interviews, the Search Committee will form a recommendation to present to the Board (or the Board's designate).

APPENDIX A

Related Forms/Policies	Moving from Probationary to Continuing Status: Faculty Handbook (http://hub.briercrest.ca/faculty/Faculty%20Documents/Faculty%20Handbook%202012-2013.pdf) Dispute Resolution and Dismissal Policy: Faculty Handbook (http://hub.briercrest.ca/faculty/Faculty%20Documents/Faculty%20Handbook%202012-2013.pdf)
Where is this policy published	Faculty Handbook
Contact Information	Vice-President Academic