

Academic Recruitment Process

Faculty of Medicine

See also University Policy 703 Procedures
and Procedures Flow Chart



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Academic Recruitment Process

This presentation is a Overview of the Academic Recruitment Process,
For more information see University Policy 703 – Procedures,
and the Procedures Flow Chart.

- **ACADEMIC RECRUITMENT PROCESS**
- **Recruitment of F.T. Academics with Rank**
- **Overview**
- **This presentation is a Overview of the Academic Recruitment process,
and works along with University Policy 703 – Procedures,
and the Procedures Flow Chart.**
- Recruitment of both Clinical and Basic Science Departments follow similar University policies and procedures.
- All steps of the Recruitment process for the Faculty are handled thru the Recruitment Coordinator, and are approved by the Dean. If required will also be forwarded to the Vice-President's (Academic) Office for approval.
- After every step of the Recruitment process, approvals or recommendations will be addressed back to the Department by the Recruitment Coordinator.
- **Reminder that this presentation will be available on the web at:**
- umanitoba.ca/faculties/medicine/dean/staff_information.html
- **For more information visit websites:**
- umanitoba.ca/admin/human_resources/equity/703_manual/
- umanitoba.ca/admin/audit_services/media/AdvertisingAndRecruitmentEfforts.doc
- umanitoba.ca/admin/vp_academic/forms.html
- umanitoba.ca/admin/human_resources/services/hris/forms/index.html

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- **Guidelines to Hire a Full-Time Paid Academic with Rank**
- **(Appointment of 12 months or more):**
- **Some things for consideration are:**
- The type of position – Will the position be an M.D. or Ph.D.?
- A Clinical position would in most cases be a M.D. or GFT
(GFT – M.D. Geographically located at a teaching hospital)
- A Basic Science position would be a Ph.D. or UMFA
(UMFA – Ph.D. Belongs to The University of Manitoba Faculty Association Union)
- Is there funding already in place to fund the position?
- Is this a New or Replacement position?

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- **Recruitment Forms**
- There are two types of Recruitment Forms:
- **“Impact Analysis”** – This is a WRHA form
- **and the Request to Fill** – This is a UM form
- **“Impact Analysis” form**
- “Impact Analysis” form - or the full name
(Rationale for Medical Staff Appointment & Impact Analysis) –
- Is used for GFT Appointments which are jointly appointed thru the University and
WRHA / CancerCare / DSM.
- **OR**
- **Request to Fill form**
- Request to Fill form is used for all UMFA positions, but can also be used for GFT positions
not jointly appointed thru WRHA / CancerCare / DSM.

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- **Steps of Recruitment**
- There are several steps to the Recruitment Process for both
- UMFA and GFT appointments, they are:
- **1. Recruitment Form – Approval to Recruit**
- **2. Search Committee – Composition**
- **3. Advertising – if required**
- **4. Search Committee - Selection of Candidate**
- **5. Hiring of Candidate – Extend offer of position**
- **6. Appointment Documentation**
 - submit all appointment documentation as a package
(letter of offer & appointment forms)

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- **Step 1**
- **Completion of Recruitment Form –**
- **Which form to use?**
- **“Impact Analysis” OR Request to Fill**
- **To expedite the recruitment process please ensure that all required information has been completed on the form:**
- **“Impact Analysis” – GFT – WRHA/CancerCare/DSM**
- Rank, Medical Remuneration - Salary, FOP # must be provided.
- Is funding in place to support position? Proposed Time Distribution of Activities,
- C.V. of proposed candidate (if there is one)
- Ensure that the form is signed by the WRHA / CancerCare / DSM - if appropriate, and by the Department Head.
- **Request to Fill – UMFA and also for GFT Recruitment –**
- **not thru WRHA/CancerCare/DSM**
- Rank, Salary, Is funding in place to support position?
- FOP # must be provided.
- Ensure that the form is signed by the Department Head.

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- Once the Recruitment Form has been completed send to the Recruitment Coordinator, Dean's Office for review. The form is reviewed and forwarded to Finance for review and then to the Dean for approval. The Dean is the last sign his approval on the Recruitment form.
- All positions require a position number.
- If this is a replacement position a new position number may still be assigned.
- The Recruitment Coordinator will request a position number. Once received a notation of the number will be made on the top right hand corner of the approved recruitment document. This position number must be used on all documentation relating to the recruitment.
- A memo will be sent back to the Department advising of approval with a copy of the recruitment form along with a copy of the University Policy 703 - Procedures.

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- **Step 2**
- **Search Committee - Composition:**
- **GFT Search Committee**
- The Search Committee would normally be composed of one Chair and at least 5 GFT/FT Academics with both gender representation and one student/resident.
- Representation may be drawn from other than the hiring Department.
- **UMFA Search Committee**
- The Search Committee would normally be composed of 5 individuals more or less and represent both genders and one student/resident. Representation may be drawn from other than the hiring Department.
- **Search Committee – Information:**
-
- Chairs of Search Committees should be trained in all relevant University policy and procedures for searches including employment equity.
- Search Committees should have both gender representation and are encouraged to include members of other under-represented groups wherever possible.
- Members of Search Committees and others involved should familiarize themselves with relevant University policies and procedures.
- See website: www.umanitoba.ca/admin/human_resources/equity/703_manual/
- Workshops are held periodically through out the year by the
- VP Office – Employment Equity.
- ~~~~~
- Search Committee to prepare Ad according to the University’s policies & procedures –
- see recommended text of ad under U of M website; Human Resources; VIP - Academic Advertising Form –
- Advertising and Recruitment Efforts (see page 4)
- Department to submit proposed Search Committee to the Recruitment Coordinator, and once approved by the Dean,
- Department will be notified of approval.
- The Search Committee establishes criteria for selecting candidates and also prepares advertisement.



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- **Step 3**
- **Advertising** (if required):
- **GFT's**
- Advertising is not required for a GFT position if you have a qualified Canadian candidate.
- Proceed to Step 4.
- Department should ensure proposed candidate is licensed and a Canadian/Permanent resident.
- If the candidate is a non-Canadian, Canada Immigration requires that the University advertise in 2 or 3 Canadian/National Journals/Websites.
- This is now covered by the Faculty of Medicine Blanket Ad for Clinical Departments.
- The Blanket Ad is now in place in the following web publications effective February 2008.
- The Blanket Ad will be readvertised every 6 months to comply with Canada Immigration for Non-Canadians.
- Medical Post,(Feb) - CMAJ, (Feb)
- University Affairs, CAUT Bulletin, U of M Bulletin, U of M - Human Resources Website
- If placing your own ad, advertising is waived for GFTs in the following publications –
- University Affairs, CAUT Bulletin. Still need to advertise in the U of M Bulletin.
- **UMFA**
- All UMFA positions must be advertised.
- Waiver of external advertising for UMFA positions may be requested from the Vice-President (Academic) & Provost.
- This request for waiver can be completed on the Request to Fill form with rationale.
- Normally, Employment Authorizations cannot be obtained for a non-Canadian if there has been no external advertising.
- UMFA contingent positions made available as a result of competitive awards to individuals being appointed are excluded from search procedures.

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See website:

umanitoba.ca/admin/audit_services/media/AdvertisingAndRecruitmentEfforts.doc

- All advertising requests must be sent to the Recruitment Coordinator, Dean's Office for review and approval before it is forwarded to the VP Academic's Office.
- To save time please send the ads to me by e-mail: sokolosk@ms.umanitoba.ca.
- Once approved by the VP Academic's Office, Recruitment Coordinator to send an e-mail to Department of approval and next steps to be taken to place ad.
- Applications sent in response to the Blanket Ad will go to Dr. Heather Dean and will be forwarded to the appropriate Departments.
- Basic Science Departments fall under UMFA policies and procedures and therefore are not part of blanket advertising.

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- **Step 4**
- **Search Committee – Selection of Candidate**
- Was the position advertised?
- **Not Advertised - Hiring of Candidate**
- Search Committee to select candidate. Attach C.V. with Recruitment form.
- Skip to Step 5.
- **Yes Advertised Position**
- All advertised positions require prior approval of the candidate by the Vice-President (Academic) **before the position can extended.**
- **Selection of Canadian or Permanent Resident?**
- Need to complete the Summary of Search Form 703.I (Advertised)
- Need written Summary of the Search Process
- Need copies of Ad as placed and locations/dates
- C.V. of proposed candidate
- Once the Summary of Search form is approved by the Dean, it is sent to the VP Office for approval.
- Once the Dean's Office has received approval, Department is notified by Recruitment Coordinator and then can proceed to offer position to the candidate.

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Step 4 continued

Selection of Non-Canadian applicant?

See U of M Website: www.umanitoba.ca/admin/vp_academic/forms.html

- Recruitment/Retention
- Immigration

Need to complete the following forms for Non-Canadians

- - Foreign Academic Recruitment Summary
- - Foreign Worker Application
- - Application for a Labour Market Opinion (LMO)

Also:

- Need to complete the Summary of Search Form 703.I (Advertised)
- Need written Summary of the Search Process
- Need C.V. of applicant
- Need copies of Ad as placed and locations/dates

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Non-Canadian

- The Department will forward the above documentation to the Recruitment Coordinator. Once approved by the Dean, the Recruitment Coordinator will send the above documentation to the Director of Immigration Services for the University – Pam Trupish.
- When the Labour Market Opinion (LMO) form is approved by the VP Office, the VP Office will forward it to Canada Immigration. Once Canada Immigration has approved the LMO, the VP's Office will then approve the Summary of Search form. When the Summary of Search form has been approved the Vice-President's Office, they will advise the Recruitment Coordinator. The Recruitment Coordinator will notify the Department of approval and the Department can then proceed to offer position to the candidate.
- Canada Immigration will return the approved LMO form to the Vice-President's Office who will then forward it to the Recruitment Coordinator who will forward it to the Department and the Department then to candidate. The candidate would then make an appointment with Immigration to receive an employment authorization.

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- **Step 6**
- **Appointment Documentation for GFT's**
- Academic Appointment Form -
- Salary Distribution Form for GFT (attach to Academic Appt. Form)
- Letter of Offer – GFT Template
- C.V.
- Summary of Search Form –
- Note – two different types – Advertised (#703.I)
- OR Non-Advertised (#703.II)
- GFT Appointments Only
- 2 Original GFT Agreements
- (signed by Appointee & Department Head)
- GFT Plan / Appendices
- P.I.F.
- Copy of SIN Card
- (required by HR for Canadian and non-Canadian)
- Direct Deposit Form

- **All Non-Canadian Appointments**
- Must include an employment authorization. Please note that employment dates on the Academic Appointment form and Letter of Offer must be within the parameter of the employment authorization and cannot exceed these dates.
- Also requires a copy of SIN or copy of Application for SIN (with SIN to follow).

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- **Step 6 continued**
- **Appointment Documentation for UMFA**
- Academic Appointment Form -
- Letter of Offer – UMFA Template
- C.V.
- Summary of Search Form –
- Note – two different types – Advertised (#703.I)
- OR Non-Advertised (#703.II)
- P.I.F.
- Copy of SIN Card
- (required by HR for Canadian and non-Canadian)
- Direct Deposit Form

- **All Non-Canadian Appointments**
- Must include an employment authorization. Please note that employment dates on the Academic Appointment form and Letter of Offer must be within the parameter of the employment authorization and cannot exceed these dates.
- Also requires a copy of SIN or copy of Application for SIN (with SIN to follow).

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Forms/Templates

Letters of Offer

- GFT Template – contact the Dean’s Office if template required.
- UMFA – See U of M Website under Human Resources, VIP forms

- Academic Forms / Letters of Offer/Appointment Letters Templates
- umanitoba.ca/admin/human_resources/services/hris/forms/index.html
- Academic Appointment Form
- Salary Distribution Form (for GFT’s attach to Academic Appt. Form)
- Recruitment Forms
- U of M - Request to Fill
- WRHA / CancerCare / DSM Form – Contact the Dean’s Office if form required.
- “Impact Analysis” - Rationale for Medical Staff Appointment & Impact Analysis
- Summary of Search Form
- #703.I Advertised
- #703.II Non-Advertised

Academic Recruitment Process

This presentation is a Basic Overview of the Academic Recruitment Process,
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- **Guidelines**
- ****Advertising & Recruitment Efforts**
- ****Checklist for Chairs of Search Committees**
- **Policy 703 – Procedures**
- ****Policy 703 – Flow Chart**
- ****Procedures and Guidelines for Academic Recruitment**

- ****The above can be found at website:**
www.umanitoba.ca/admin/human_resources/equity/703_manual/

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- **If you have any questions, please contact me.**
- **Mrs. Helen Sokoloski**
- **Recruitment Coordinator**
- **Office of the Dean of Medicine**
- **260 Brodie Centre**
- **Tel: 789-3487 Fax: 789-3928**
- **e-mail: sokolosk@ms.umanitoba.ca**

- **This information will be available on:**
- **umanitoba.ca/faculties/medicine/dean/staff_information.html**

- **Thank You.**

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