

 BRANDON UNIVERSITY	Hiring Policy	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved: June 2009	Updated: December 6, 2024

1.0 Policy General Purpose

The Faculty of Education as a professional faculty, has established a consistent policy for hiring Contract Academic Staff and full-term faculty members.

2.0 Policy Guidelines

The Faculty of Education has established the following policies for hiring faculty members.

Contract Academic Staff (CAS) selection committee:

Hiring of Contract Academic Staff will be approved and recommended at a duly constituted department meeting.

Faculty members hiring committee:

The committee to recommend hiring faculty members will consist of a minimum of three people in addition to the Chair. Two members will be from the related discipline for which a faculty member is sought, and one member will be external to that discipline. One of the members must be the Chair of the Department and one representative from the Graduate Program will be invited. The Dean will be the Chair of the committee. It is understood that the committee composition will reflect the Faculty’s EDIDR plan (once approved). With the approval of the Members of the Selection Committee and the Department, a Selection Committee may include Knowledge Keepers, Elders, or community members, who shall be voting. With the approval of the Members of the Selection Committee, the Department, and the Union, a Selection Committee may also include other non-BUFA members, who shall be non-voting.

Minutes will document the meetings. If presentations are part of the process, faculty will be encouraged to attend.

3.0 Scope of the Policy

Applies to all persons applying for faculty positions in the Faculty of Education.

4.0 Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

Contract Academic Staff (CAS) are individuals engaged by the University on a contractual, time-limited basis to accomplish specific professorial or professional work related to the academic mission of the University. The Parties recognize the importance of Contract

Academic Staff to the academic mission and acknowledge that their contributions enhance the work of the University. Such Members are distinct from professorial and professional Members in that the CAS function is limited in time and in type of work to the duties specified in the contract.

Source: Brandon University Faculty Association (BUFA) Collective Agreement article 16.1.1

5.0 Reference to Other Policies

Brandon University Faculty Association (BUFA) Collective Agreement

6.0 Approval Process

Faculty of Education

7.0 Appendices

None

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.
