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KPU | KWANTLEN POLYTECHNIC UNIVERSITY

Search Advisory and Appointment of Administrative Positions Procedure

A. DEFINITIONS

1.   **Administrative Positions:**   Administrative positions, for the purpose of this Policy and Procedure, includes all positions excluded from the bargaining units that are not covered by policies HR20, HR22 and HR25.

2.   **Hiring Manager:**   The administrator with the authority to make a hiring decision for a position; they are also the Search Advisory Committee (SAC) Chair.

3.   **Human Resources**   Responsible for providing support, expertise and guidance to the SAC Chair and SAC members through the entire search process.

4.   **Job Description:**   Describes the reporting relationship, primary function, key responsibilities, and qualifications of any role covered by this Policy and Procedure. Job descriptions are created by Human Resources and the person responsible for the position and undergo approval by the Post Secondary Employers' Association.

5.   **Key Party:**   Individuals identified by the hiring manager, talent acquisition specialist and SAC with whom the potential candidate might directly or indirectly work with such as a one-up-supervisor, direct report, and/or peer.

6.   **Key Party Meeting:**   A two-way informal interview between key party members and a short-listed candidate allowing key party members to promote the University and assess the suitability of the candidate and for the candidate to get to know the University and assess their continued interest in the position. Key party members will uphold the values of KPU

to provide a safe, welcoming and inclusive environment for the candidate and will participate in key party meetings with full attention.

7.	**Search Advisory Committee (SAC):**	For the purpose of this policy, a committee established for the search of an administrative candidate by the hiring manager.

B. PROCEDURES

1. **Search Advisory Committee**

   a. KPU may appoint a SAC to participate in the search process and interview, and recommend appropriate candidates for administrative positions covered by this Policy.

   b. The composition of the SAC will align with the nature and level of the position being considered, comply with all prescribed requirements of Collective Agreements, and will prioritize Policy principles. Human Resources will provide guidance regarding the composition of the SAC.

   c. The SAC will be bound by the following regulations:

      i. Before the SAC is finalized, potential members of the SAC must agree, as a condition of membership, that they will not be candidates for the position under consideration.

      ii. SAC members shall disclose any conflicts of interest with applicants and may be excused if the conflict cannot be mitigated. SAC members will be required to sign a Confidentiality Agreement prior to participation in their first search.

      iii. If a SAC member must resign their position, where possible, replacements will be drawn from a similar constituency. Replacements may not be made after the start of interviews.

      iv. All proceedings of the SAC and all communication to and from the SAC shall be held in strictest confidence, and all members of the SAC will comply with their obligations under related legislation and KPU policies, both during the term of the SAC and thereafter. Only the SAC Chair is authorized to release information about the proceedings of the SAC. Any SAC member who fails to comply with the requirement of confidentiality will be discharged from membership of the SAC and may also be subject to disciplinary action.

2. **The Search Process for Permanent Positions:** permanent positions must follow the full search process outlined in this Procedure.

   a. Searches for Administrative Positions will be conducted by Human Resources as outlined in Policy HR26. The Vice President of the area and Vice President, Human Resources, or their designate, will decide if an external search consultant will be used to work under the direction of Human Resources.

   b. The job description will be developed by Human Resources and the Hiring Manager, and approved by the Post Secondary Employers' Association. The job description will be provided to the SAC to use to assess candidate suitability during the search.

   c. The position will be advertised both internally and externally.

d. Applications will be provided in confidence to the SAC.

e. In consultation with a member of Human Resources responsible for talent acquisition, the SAC will develop the format, questions and evaluation system for the interviews.

f. If a SAC member is absent from any of the interviews, normally they will not participate in further interviews, deliberations or recommendations to the SAC Chair. Exceptions may be made by the SAC Chair in consultation with Human Resources.

g. The SAC may invite the short-listed candidates to meet with various key parties.

h. The SAC will make a recommendation of the successful candidate to the Hiring Manager.

i. If no appointment is made, the search may continue.

3. **Post Search Process**

a. Reference and background checks will be conducted of the final candidate.

b. Negotiations of all terms of employment, employment agreements and verbal and written letters of offer will be handled as outlined in KPU's Policy HR26 and in consultation with, and approval of, the Vice President, Human Resources or designate.

C. RELATED POLICY

HR11 *Search Advisory and Appointment of Administrative Positions*