

Staffing Principles and Criteria

Preamble

Staffing decisions are made by the Vice-President Academic and Provost upon the recommendation of CAPP, which establishes its list of staffing priorities in accordance with Sections A, B, C, and D of this document, and is assisted by the recommendation of the Deans.

To ensure that the staffing process is fair and transparent, it is necessary to apply common criteria to hiring proposals. At the same time, it is recognized that some elements of staffing needs cannot be expressed in comparable and quantifiable terms.

When making staffing decisions the following Principles (A), Criteria (B), and Data (C) will be considered by CAPP.

A. Principles

Staffing decisions shall consider:

- the University's mission, including the need to provide an excellent personalized education;
- current priorities set forth in the Academic Plan, the Strategic Plan, and other relevant University Plans (e.g. Research, Teaching and Learning);
- addressing and balancing the needs of Arts and Science, Education, Professional Studies, and the Library;
- the importance of tenure-stream appointments to the University.

B. Criteria

Departments/Faculties making a staffing request shall address the following:

- the centrality to the University mission and priorities of the program(s) that the position will serve;
- how the position is linked to current curriculum or curriculum development, making reference to the most recent program review;
- the consequences of filling/not filling the request for the "home" program and other programs that might be served by the request;
- the impact of filling/not filling on student enrollments;
- the impact of filling/not filling the request for research, administrative, and community service components of the program;
- the impact of not filling the request with a tenure-stream position.

C. Data

Provided by Institutional Analyst, Vice-President Academic and Provost Office, and University Registrar:

- Total registration units;
- Graduate students:
 - Thesis
 - Non-thesis
- Non-degree registrations;
- Pathway students (not admitted to MSVU but receiving instruction by MSVU faculty);
- Majors, minors, concentrations;
- Full-Time Faculty members/Librarians;
- Lab Instructors;
- Units taught by Part-Time Faculty;
- Units taught as overload.

D. Hiring Timeline

Apr-May:	Vice-President Academic and Provost sends a memo and enrolment information to Chairs, Directors, Coordinators, and University Librarian requesting staffing needs (c. Deans)
1st Week May:	Departments, Faculties, and Library meet to discuss staffing needs
May:	Deadline for Departments, Faculties, and Library to submit staffing requests to the Vice-President Academic and Provost's Office (c. Deans)
Mid-Jun:	CAPP members review the requests and enrolment information and advise Vice-President Academic and Provost of their rankings
3rd Week Jun:	Vice-President Academic and Provost considers CAPP's advice and makes final staffing decisions
3rd Week Jun:	Department Chairs, Directors, and Coordinators send advertisement text to their Deans for approval; University Librarian sends advertisement text to the Vice-President Academic and Provost for approval (c. Manager of Academic Relations and Vice-President Academic and Provost)
Aug – Sep:	VP Academic and Provost Office places approved advertisements in CAUT, University Affairs, and other relevant sites
October:	Vice-President Academic and Provost and Faculty Association jointly host a Fair Hiring Workshop
Nov - Dec:	Departments, Faculties, and Library hold interviews
Nov - Dec:	Vice-President Academic and Provost's Office sends out offers of employment
01 Jul:	Start date