



# **Kwantlen Faculty Association**

Your KFA – Knowledgeable, Fair, Approachable

Quick Reference Guide:

Serving on a search committee as a KFA representative

## **Collective Agreement terms:**

The Collective Agreement ensures that the KFA has faculty members on all search advisory committees for administrators. From the Agreement:

### **4.10 SEARCH FOR ACADEMIC ADMINISTRATORS**

(a) Whenever a vacancy arises for the following positions: University College President, Vice Presidents, Educational Deans or other similar excluded instructional administrative positions that may be created, the Union shall have the right to appoint two regular faculty members to any Committee established by the Employer to fill the position. In the case of the University College President, Learning and Provost Vice President, or Learner Support Vice President, the Union shall have the right to appoint up to 5 regular faculty members to ensure a balanced representation of faculty across the University College.

## **Your role:**

If you are appointed to a search advisory committee by the KFA, you are there to represent the KFA in the search process.

## **The Search Process:**

You have the right to participate fully in the search process. Normally, search advisory committee members

- participate in the crafting of the posting and of the selection criteria
- review CVs to help create a longlist of candidates
- participate in the crafting of questions for the interviews
- participate in the longlist interviews and in the shortlisting of candidates and in the shortlist interviews
- take part in final deliberations on recommendation of 1 or more candidates



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## **Suggested questions:**

What experience does the candidate have working within collective agreement terms?

What are some of the advantages for managers in a unionized working environment?

How would you proceed if performance concerns were raised about a faculty member?

## **Notes about the process:**

The job description, selection criteria and interview questions should take into consideration that this is a unionized working environment. (When appropriate, for example when there is a manager who will be supervising members of the KFA and BCGEU, they should take into consideration that this is a multi-union environment.)

There is no need to longlist or shortlist candidates that you do not think are qualified for the position. In other words, if there are no candidates who are qualified, you should not feel pressured to agree to longlist any of them. Similarly, if the longlist interviews indicate to you that none of them should be shortlisted, you should not feel pressured to agree to shortlist any, and if there is no one among the shortlisted candidates who you think should be offered the position, you should not feel pressured to make recommendations for the position. Failed searches can occur, and a failed search only means that the process should continue until such time as a person is found to fill the position.

If at any point during the search committee/interview process you feel that some aspect of the collective agreement or due process are not being fairly applied, please contact the union office so that one of the Table Officers can pursue this further with senior administration.