

## ACADEMIC BOARD NOMINEES

The role of the Academic Board Nominee is to:

- assure integrity of process across the University
- assure consistency of process across the University
- monitor the process to confirm the policies are working in practice

### *The Selection Process*

- ❖ Nominees can participate on Selection Committees for appointments up to and including their own level. It is preferable for nominees to be on Selection Committees at their own level and it is expected a nominee will participate in all stages of the selection process.
- ❖ Once received, the referee reports for all identified candidates will be circulated to all members of the committee.
- ❖ After considering the applications and referee reports, the committee, including the nominee, will provide comment on the recommendations for the shortlist.
- ❖ The departmental presentations are primarily for the benefit of the members

of the Department. The nominee is not required to attend these, but should if possible.

- ❖ All members of the Selection Committee must be present for any meetings and interviews for level A-C appointments. Level D must have at least a quorum; attendance by the nominee is essential.

### *Responsibilities of the Selection Committee Members:*

- ❖ Appointments are based on merit in relation to the selection criteria, past achievements and the potential for future development.
- ❖ When selecting a candidate in an area of expertise different from the nominee, independent judgment in the assessment of the applicants must be exercised. This assessment should take into account the view of members of the department and other Selection Committee members.
- ❖ During the selection process, committee members must abide by the EEO principles. In particular, members must ensure that there is no discrimination (direct or indirect) against applicants on the grounds of sex, pregnancy, marital status, career responsibilities, sexuality, age, transgender, race/ethnicity, religious or political affiliation or disability.

- ❖ Confidentiality is an important aspect of the selection process. Committee members must not discuss the deliberations of the committee outside the committee meetings. All notes/papers should be left with the Chair at the conclusion of the Selection Committee meetings.
- ❖ If a nominee identifies a procedural problem during the selection process, the nominee should raise the concern with the Chair of the Selection Committee. If the issue is not resolved at this level, the nominee can then raise the issue with either the Chair of the Academic Board or the Chair of the Academic Staffing Committee.
- ❖ Nominees should expect to serve at least two selection committees per year. An 'experienced' nominee is available for advice on any difficulties or issues that the nominee may encounter.
- ❖ For all details of the guidelines and policies relevant to Academic Board nominees, please refer to [www](http://www).