

 <p><b>Search Procedures: New Academic Faculty Appointments</b></p>	<p><i>Guidelines Sponsor:</i> Dean</p>	<p><i>Approval Date:</i> September 19, 2002</p>
	<p><i>Responsible Unit:</i> Dean FH Unit Directors Director of HR</p>	<p><i>Amendments:</i> October 2011 – links to sites inserted Feb 2018 – name change March 2018 – formatting changes October 26, 2019 – organization and language updates, timelines inserted January 25, 2022 – updated equity and vaccine statements</p>

**Preamble**

Strategic academic staff recruitment and selection are some of the most important decisions a university makes. In alignment with the Faculty of Health’s strategic priorities, we seek to recruit and retain highly qualified academics. Strategic recruitment promotes the Faculty as transformational leaders in changing the health landscape through teaching and research scholarship and by preparing our learners to contribute to the health system transformation.

The search for new academic faculty appointments consists of three stages:

1. DEVELOPMENT AND APPROVAL OF THE ADVERTISEMENT FOR POSTING
2. SHORTLISTING AND APPROVAL OF CANDIDATES FOR INTERVIEWS
3. SELECTION AND APPROVAL OF PREFERRED CANDIDATE

**Academic Recruitment Timelines**

When constituting committees, it is key that committee members are aware of the expected timelines associated with the search to ensure that they can commit to meeting these timelines. Before any deviations to these timelines are made, approval of the Dean must first be sought (in exceptional circumstances only). All academic recruitment submissions received in the Office of the Dean will receive priority and be advanced to Academic Staff Relations for approval within one week of receipt.

Recruitment as per identified timelines:

- provides alignment with other U15s to ensure we are competitive
- near-alignment with other Dalhousie faculties searches, many of which begin in July
- supports workloads being completed before the timelines as per DFA CA

- supports the committee members in that their work is over well before the end of the academic year
- provides fairness to those that are currently in limited term appointments so that they are aware of their employment status prior to the end of their term
- supports the administrative processes and future planning

<b>Due Dates</b>	<b>Academic Recruitment Steps</b>
End of September (or earlier)	Finalize Search Committee
October 15 (or earlier)	Initiate Search Process: <ul style="list-style-type: none"> <li>○ Recommend that the Search Committee Chair communicate with Associate Dean Research prior to the advertisement of career stream professoriate positions being finalized. This will support the Committee in formulating a job ad that will attract candidates that possess the desired research profile, and to ensure that there is alignment with the Faculty’s strategic research priorities.</li> <li>○ Submit appropriate information and advertisement to the Dean through online PeopleAdmin portal.</li> </ul>
Prior to end of October	Attend Faculty of Health Search Committee training and information session: <ul style="list-style-type: none"> <li>○ Presentation by Academic Staff Relations to all Faculty of Health Search Committees, Directors and Administrative Managers. Topics will cover Conflict of Interest, Unconscious Bias, Fair Hiring Principles, Diversity, Commonly Asked Questions, and much more.</li> <li>○ The Deans office will work with Academic Staff Relations to plan and schedule the session.</li> </ul>
November 1	Ad placed for position (at least 30 days)
December 1	Ad closed
January 15	Shortlisting of Candidates for Interview Completed: <ul style="list-style-type: none"> <li>○ Submit appropriate information to the Dean</li> </ul>
March 15	Final Recommendation of Preferred Candidate <ul style="list-style-type: none"> <li>○ Submit final to the Dean</li> </ul>

## Search Committee Composition and Election

A properly constituted Search Committee and a sound administrative process support optimal recruitment.

A School/College decides the composition of the Search Committee and whether the Committee is a standing committee of the unit or a committee specifically constituted for a particular search. Regardless of the standing or ad hoc nature of the Appointments/Search Committee, faculty members who are members of the DFA bargaining unit are nominated and elected or asked to serve on the Committee by the unit. These members should also constitute the majority of Committee members.

The Committee chair is chosen through a School/College process. Although the School/College decides how many members the Committee should have, how long the term of the Committee should be, whether the term is renewable, and whether elected student or staff representatives should be included in the Committee composition, the Collective Agreement clearly states that the Committee must be diverse in its composition:

*The Parties agree that, in keeping with the commitment to increase the proportion of designated group members among those holding academic appointments at Dalhousie University, where possible, Members of the designated group will be nominated to, or asked to serve on, appointment, promotion and tenure committees (CA 4.03).*

Where Schools/College do not have suitable representatives from equity seeking groups who are able to serve on such committees, such members from other academic units will be invited to serve. It is expected that members from at least two equity seeking groups will serve on the Committee. Women are considered an equity seeking group for the purpose of committee composition, however, women applicants for a position are not given priority consideration under the Employment Equity Policy when the School/College faculty is comprised of more than 50% women, which is often the case in the Faculty of Health.

If a Committee member resigns before the detailed process of considering candidates has begun, then a new Committee member may be elected to fill the vacancy. If a Committee member resigns during the detailed process of considering candidates (often the interview process), the vacancy remains (CA 14.11 [d]).

## **Director Briefing to the Committee**

The Director briefs the Committee on the position to be advertised, on the academic recruitment process, and on other procedural processes.

## **Information session by Academic Human Resources**

Academic Staff Relations HR personnel will present to the Faculty of Health Search Committee members, Directors, HR staff, designated search administrators and School/College Administrative Managers on issues related to fair hiring practices, conflict of interest, diverse committee representation, employment equity and more. This information session is expected to take place annually prior to the end of October.

## **Equity Considerations**

The Committee will follow the Dalhousie University Employment Equity Policy. The goal of this policy is to increase the proportion of equity-seeking group members among those holding academic appointments at Dalhousie University. The following policy is adopted at Dalhousie: “Candidates who do not self-identify as a member of an Equity-Seeking Group, will be selected only if it can be demonstrated that they are substantially better qualified for the position than any other qualified candidate who has self-identified as a member of an Equity-Seeking Group”. If there are questions related to what constitutes substantially better qualified, please seek advice from the Human Resource Advisor, Academic Staff Relations.

It is the responsibility of the Provost and Vice-President Academic, Academic Staff Relations, the Dean, Directors and the Search Committee Chair to ensure that the employment equity policy and procedures are adhered to in accordance with Clause 14.01(a) and (b). Advertisements must always include the most recent equity statement which can be found on the University’s HR website and through the PeopleAdmin portal.

## **Search Administrator Role**

The Director will designate a search administrator to the Committee. The search administrator will be responsible for:

- Ensuring advertising as per CA and other School/College identified publication venues
- Arranging all travel and hotel arrangements
- Preparing all correspondence
- Preparing files
- Arranging meetings for all invited applicants
- Informing those that wish to meet with applicant of their interview time

- Preparing and posting notices of presentations
- Preparing, distributing and collecting feedback forms
- Contacting and informing all interested parties outside the unit on the presentation schedule

### **Committee Role and Proceedings**

The roles of the Chair and Committee members should be clearly stated. The Chair records Committee decisions (minutes are not required) and acts as a liaison with the Director's Office (normally the Administrative Manager or delegate, i.e., search administrator) and most communication with a candidate is preferably with the search administrator. Where the Chair assumes this role, they will act as an agent of the university in the search process. Committee members do not communicate directly with candidates on procedural matters outside of the search process. Any information requested by candidates must be referred to the search administrator of the unit involved.

Records of all procedures, and written criteria and assessments (e.g., scoring sheets) are kept for two years. If the recommendation is to fail a search, written reasons should be given in the letter to the Director.

The Committee reviews applications to determine a short-list of candidates. This may be done in consultation with the Director and may include a pre-screening of candidates by way of telephone, skype or other teleconference means with interested candidates and Committee members prior to short-listing.

### **STAGE 1 – DEVELOPMENT AND APPROVAL OF THE ADVERTISEMENT FOR POSTING**

The Director of the School/College will initiate the request for approval of the position by submitting to the Dean for authorization the required information through PeopleAdmin on-line recruitment portal. The Dean forwards the approval to the Provost and Vice-President Academic for final approval. The Provost and Vice-President Academic will inform the Dean and the Director when the position has been approved. The Collective Agreement between the Board of Governors of Dalhousie College and University and the Dalhousie Faculty Association states that any position must be advertised in appropriate publications, including University Affairs, CAUT Bulletin and one Canadian professional publication (CA 14.11 [c]). Advertisements should be placed for at least 30 days and advertising plans should include venues that target equity seeking groups.

Waivers of advertising can be sought for a variety of reasons. In the event that a waiver is received because there is no time to advertise, appointments are limited to a one-year duration (CA 14.16 [a] [I] [vi] [vii]).

The Chair, Director and the Dean forward the appropriate documentation and approvals to Academic Staff Relations.

Because the ad describes the nature of the position and the workload involved, information on the advertisement must include the following:

- Kind of position, i.e., career stream or limited term
- Rank
- Starting date
- Duties and responsibilities
- Qualifications and experiences being sought
- Potential opportunities (multidisciplinary, grants, etc.)
- Any additional required documentation to support application
- School/College contact person for the applicant
- Employment equity statement

Please see sample advertisement(s) as per Appendix A1-A4.

## **STAGE 2 - SHORTLISTING AND APPROVAL OF CANDIDATES FOR INTERVIEWS**

### **Shortlisting**

Committee members will review files based upon the advertised criteria. The most common criteria include whether a candidate holds a PhD or PhD equivalent, whether the candidate has made scholarly contributions to their field, and whether the candidate can teach core courses at the undergraduate or graduate levels.

Committee members individually select their top choices and present these to the Committee. Although the final list of the top candidates is arrived at by consensus, Committee members may vote to rank top candidates in case of deadlock. Occasionally, candidates will include reference letters with their application package. These can be viewed by the Committee and will not represent a bias in the favour of the applicant.

With the submission of the final short list the Committee must specify why equity seeking group candidates have been deemed unsuccessful in advancing to the interview stage, with reference to the test of substantially better qualified.

## **Interview process**

The interview process allows candidates to present themselves and an opportunity for the School/College to promote itself to candidates. Committee members decide which key areas should be addressed during the interview (see sample questions attached – Appendix B) Committee members are expected to attend all interviews. A separate interview with the Director is normal procedure. Invited candidates for career stream positions, also meet with the Dean and Associate Deans (Research and Academic) of the Faculty of Health who will also provide feedback to the Committee. Career stream candidates are expected to present to faculty and staff in the hiring unit, however, units make the decision whether this also applies to those being considered for limited term positions.

Meetings with the candidate are usually scheduled over a two-day period, each meeting lasting about thirty minutes to one hour. The Director's office makes travel arrangements, arranges the meeting schedule, and only those persons who are included on the schedule will meet with candidates. Interview schedules should be as consistent as possible among all candidates invited to be interviewed. Those attending the presentation will be given a feedback form through which feedback is solicited and forwarded to the Chair of the Committee c/o the search administrator.

Up to three members of the Search Committee will dine with each candidate invited for the interview. Given the budgetary implications, any deviation of the number of invited Committee members requires pre-approval by the Dean and the meal expenses must follow the Faculty of Health Guidelines for Search Candidate Travel (Appendix C).

## **STAGE 3 - SELECTION AND APPROVAL OF PREFERRED CANDIDATE**

### **Deliberation process and recommendations**

During deliberations, the Committee must have a quorum of two thirds of the membership present (CA 14.11 [d]).

Committee members will rank the interviewed candidates in order and the Chair, on behalf of the Committee, makes a written recommendation to the Director. All Committee members should sign this recommendation or alternatively the Chair can sign on behalf of the Committee so long as all committee members are listed on the recommendation. The ranking of interviewed candidates appears on the appropriate form. The letter of recommendation to the Director describes reasons that the first-choice candidate should be offered the position. The recommendation should also give a rationale for ranking any other candidates who may be offered the position in the event the first declines, as well as for deeming any interviewed candidates unsuitable for the position.

It is at this point that the Director seeks the names of referees for the top ranked candidate and the Director will orally check these references even if they have previously provided written letters.

All Committee records are returned to the Director's office following the conclusion of the search. Search records are to be kept for two years and then disposed of appropriately.

The appropriate information (before an offer is extended) will be completed and forwarded to the Dean for approval who in turn forwards it to Academic Staff Relations with a draft informal letter of offer from the Dean.

### **Negotiation and Offer**

Once the Director has checked the preferred candidate's references and is ready to proceed with an offer, the Director should contact the Director of HR, Faculty of Health who will communicate with the Dean and the Director with respect to salary to be offered through consideration of market and salary comparators within the School/College. An informal letter of offer is then prepared by the Dean and submitted with the final approval to the Provost. Only after the approval of the Provost and Vice-President Academic can an informal offer of appointment be extended to the candidate and negotiations at the School/College level can begin. Once there is a verbal agreement to accept the offer, the Dean will send the final informal letter of offer. The letter will ask candidates to complete a Y value at this time and send directly to the Director of HR. Relocation will be managed by the Director of HR and the Director of Finance, Office of the Dean, and financially supported by the Office of the Dean in accordance with the DFA Collective Agreement. Any relocation costs agreed to above the minimums described in the DFA Collective Agreement will be borne by the School/College. These should only be considered by the School/College on an exceptional basis and with the approval of the Dean.

### **Final Paperwork and Retention of Files**

The Committee Chair gives the completed search documentation to the search administrator. After the decision to hire the successful applicant has been approved and the chosen candidate has accepted the offer, all other applicants are notified by the Director in writing that they were unsuccessful.

Original applications and all materials relating to any decisions made about candidates must be kept for two years.



## APPENDIX A1



### Assistant/Associate Professor (Tenure Stream)

**School of** [Click or tap here to enter text.](#)

#### Faculty of Health

The School of [Click or tap here to enter text.](#) in Dalhousie's Faculty of Health invites applications from qualified candidates for a full-time, tenure stream faculty position at either the Assistant or Associate Professor level, depending on the candidate. Exceptional cases at the Professor level may be considered.

Dalhousie University is comprised of 6,000 faculty and staff amongst its 13 faculties. Current enrollment is 18,500 graduate and undergraduate students. As part of Canada's U15 research-intensive group, Dalhousie University is an influential driver of the region's intellectual, social and economic development. It is the largest university in Atlantic Canada and is located on the ancestral and unceded territory of the Mi'kmaq in the heart of Halifax (Kjipuktuk) a scenic coastal city and capital of Nova Scotia which is home to 13 Mi'kmaq First Nations, a deeply rooted African Nova Scotia community, an increasingly diverse population which also includes a vibrant workforce of people living with (dis)Abilities.

The Faculty of Health's faculty, staff and students are committed to improving the well-being of individuals, families, communities and populations through diverse health programming, collaborative research and strong community partnerships. The Faculty of Health is one of the largest faculties at Dalhousie, comprised of eight schools, one college and one program, more than 200 faculty members, 80 staff members, and approximately 3,000 students. With the most programmatically diverse health faculty in Canada, our students are exposed to a broad range of health topics and learning experiences.

The School of [Click or tap here to enter text.](#) vision is [Click or tap here to enter text.](#)

Applicants must have a Ph.D. in [Click or tap here to enter text.](#) with demonstrated expertise in [Click or tap here to enter text.](#) and [Click or tap here to enter text.](#) Evidence of contribution to scholarship and [Click or tap here to enter text.](#) is required. [Click or tap here to enter text.](#) experience is desirable. Expertise of the candidate must be supported by an excellent scientific publication record and research plan. One to two years of postdoctoral experience is preferred. The incumbent will have demonstrated ability or potential for excellence in undergraduate and graduate teaching in areas that complement our teaching program, as well as excellent oral and written communication skills.

The successful candidate is expected to secure extramural research funding, including national tri-council funding, and lead an innovative and collaborative research program aimed at applying their expertise to improve [Click or tap here to enter text.](#). This position complements faculty renewal and creates interprofessional teams to support the School and Faculty research strategy to develop a collaborative, supportive and efficient research infrastructure. For further information with respect to research alignment please visit <https://www.dal.ca/faculty/health/research.html>.

The successful candidate will be required to teach undergraduate/graduate students as well as mentor and supervise graduate students. The teaching assignments will include teaching in [Click or tap here to enter text.](#) as well as courses to reflect the expertise of the successful candidate within the needs of the School. The candidate is expected to become an active and engaged member of the School, Faculty and University. Activities at local, national and international levels are expected to promote continuous improvement in research, teaching and learning at Dalhousie.

The successful candidate will be required to provide proof of full vaccination or may seek an accommodation from Dalhousie's vaccine requirements on grounds [protected under provincial human rights legislation](#). Visit the [Campus Check website](#) for more information.

Applications must include a cover letter stating qualifications and experience; a Curriculum Vitae, including a list of publications and major projects; a statement of teaching experience and interests; and copies of teaching evaluations, if available. Applications must also include an original, innovative 5-year research program plan with clear objectives that describes methodological approaches including partnerships or collaborations, fits within the School strategic pillars and addresses how proposed activities will be funded.

Please submit your complete application package to the PeopleAdmin portal at <https://dal.peopleadmin.ca/hr/postings>

Please include Search # [Click or tap here to enter text.](#) in your cover letter.

**For further information regarding this position, contact:**

Dr. [Click or tap here to enter text.](#) Director  
School of [Click or tap here to enter text.](#)  
Faculty of Health  
[Click or tap here to enter text.](#) @Dal.ca

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Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons (especially

Mi'kmaq), persons with a disability, racialized persons, including persons of Black/African descent (especially African Nova Scotians), women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

## APPENDIX A2



### **Lecturer/Assistant Professor (Limited Term)**

**School of** [Click or tap here to enter text.](#)

#### **Faculty of Health**

The School of [Click or tap here to enter text.](#) in Dalhousie's Faculty of Health invites applications from qualified candidates for a full-time, limited term faculty position at either the Lecturer or Assistant Professor level, depending on the candidate's qualifications.

Dalhousie University is comprised of 6,000 faculty and staff amongst its 13 faculties. Current enrollment is 18,500 graduate and undergraduate students. As part of Canada's U15 research-intensive group, Dalhousie University is an influential driver of the region's intellectual, social and economic development. It is the largest university in Atlantic Canada and is located on the ancestral and unceded territory of the Mi'kmaq in the heart of Halifax (Kjipuktuk) a scenic coastal city and capital of Nova Scotia which is home to 13 Mi'kmaq First Nations, a deeply rooted African Nova Scotia community, an increasingly diverse population which also includes a vibrant workforce of people living with (dis)Abilities.

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The School of [Click or tap here to enter text.](#) vision is [Click or tap here to enter text.](#)

Applicants must have a minimum of a Masters degree in [Click or tap here to enter text.](#) with demonstrated expertise in [Click or tap here to enter text.](#) and [Click or tap here to enter text.](#) Evidence of contribution to scholarship and [Click or tap here to enter text.](#) is required. [Click or tap here to enter text.](#) experience is desirable. The incumbent will have demonstrated ability or potential for excellence in undergraduate and graduate teaching in areas that complement our teaching program, as well as excellent oral and written communication skills.

The successful candidate will be required to teach undergraduate/graduate students as well as mentor graduate students. The teaching assignments will include teaching in [Click or tap here to enter text.](#) as well as courses to reflect the expertise of the successful candidate within the needs

of the School. The candidate is expected to become an active and engaged member of the School, Faculty and University. Activities at local, national and international levels are expected to promote continuous improvement in teaching and learning at Dalhousie. There is no expectation of a research workload associated with this position.

The successful candidate will be required to provide proof of full vaccination or may seek an accommodation from Dalhousie's vaccine requirements on grounds [protected under provincial human rights legislation](#). Visit the [Campus Check website](#) for more information.

Applications must include a cover letter stating qualifications and experience; a Curriculum Vitae, a statement of teaching experience and interests; and copies of teaching evaluations, if available.

Please submit your complete application package to the PeopleAdmin portal at <https://dal.peopleadmin.ca/hr/postings>

Please include Search # [Click or tap here to enter text.](#) in your cover letter.

**For further information regarding this position, contact:**

Dr. [Click or tap here to enter text.](#) Director

School of [Click or tap here to enter text.](#)

Faculty of Health

[Click or tap here to enter text.](#) @Dal.ca

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Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons (especially Mi'kmaq), persons with a disability, racialized persons, including persons of Black/African descent (especially African Nova Scotians), women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

## APPENDIX A3



### Continuing Instructor

**School of** [Click or tap here to enter text.](#)

### Faculty of Health

The School of [Click or tap here to enter text.](#) in Dalhousie's Faculty of Health invites applications from qualified candidates for a full-time continuing faculty position at the Instructor rank. Exceptional cases at the Senior Instructor rank may be considered.

Dalhousie University is comprised of 6,000 faculty and staff amongst its 13 faculties. Current enrollment is 18,500 graduate and undergraduate students. As part of Canada's U15 research-intensive group, Dalhousie University is an influential driver of the region's intellectual, social and economic development. It is the largest university in Atlantic Canada and is located on the ancestral and unceded territory of the Mi'kmaq in the heart of Halifax (Kjipuktuk) a scenic coastal city and capital of Nova Scotia which is home to 13 Mi'kmaq First Nations, a deeply rooted African Nova Scotia community, an increasingly diverse population which also includes a vibrant workforce of people living with (dis)Abilities.

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The School of [Click or tap here to enter text.](#) vision is [Click or tap here to enter text.](#)

The successful candidate will be required to teach undergraduate/graduate students as well as mentor graduate students. The teaching assignments will include teaching in [Click or tap here to enter text.](#) as well as courses to reflect the expertise of the successful candidate within the needs of the School. The candidate is expected to become an active and engaged member of the School, Faculty and University. Activities at local, national and international levels are expected to promote continuous improvement in teaching and learning at Dalhousie. There is no expectation of a research workload associated with this position.

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Faculty of Health

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## APPENDIX A4



### Limited Term Instructor

**School of** [Click or tap here to enter text.](#)

### Faculty of Health

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Dalhousie University is comprised of 6,000 faculty and staff amongst its 13 faculties. Current enrollment is 18,500 graduate and undergraduate students. As part of Canada's U15 research-intensive group, Dalhousie University is an influential driver of the region's intellectual, social and economic development. It is the largest university in Atlantic Canada and is located on the ancestral and unceded territory of the Mi'kmaq in the heart of Halifax (Kjipuktuk) a scenic coastal city and capital of Nova Scotia which is home to 13 Mi'kmaq First Nations, a deeply rooted African Nova Scotia community, an increasingly diverse population which also includes a vibrant workforce of people living with (dis)Abilities.

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## Appendix B

### Sample Interview Questions

Position: Assistant/Associate Professor

(adapted from:

Acadia University, Recruitment & Selection Guide

Queen's University Recruitment & Hiring for Faculty Appointments)

#### Sample Selection Criteria:

1. Academic Qualifications
2. Thorough knowledge of basic literature; specialized knowledge in area of expertise.
3. Teaching experience - ability to motivate and direct undergraduate and graduate students.
4. Contributions to various university-wide studies and committees and evidence of collegiality.
5. Record of significant research; ability to build collaborative research projects; contributions to literature (publications).
6. Ability to maintain effective relationships with faculty, staff and students; willingness to share administrative workload.

#### Sample Questions:

- Can we start by asking you what you know about Dalhousie, this Department, and what attracted you to this position?
- Could you start by taking 5 minutes and giving us an overview of your academic career, including

graduate/post-graduate training/course work and research.

- Could you tell us about your teaching experience and describe your teaching style/ methodology.
- What types of courses would you feel able to teach and what would be your preferred courses.
- Give some examples of how you helped students develop a deep interest in your field. Explain what techniques you used.
- In your field, which scholars have influenced you the most and how do you think that this is displayed in your teaching and research.
- What issues interest you the most and what contributions to the field have you made, are you making, or do you plan to make? (past, present, future research)
- Immediate research needs (space/equipment/personnel); possible sources of funding/plans to obtain funding?
- Experience in supervision of research and thesis work?
- Have you had the opportunity to participate as a member of any University committees? What would you say were your particular contributions to these Committees?
- Discuss your service with student groups and the activities you had the most influence implementing.
- Tell us about a difficult encounter you have had with a student. What were the circumstances and how did you resolve it?

- What does collegiality mean to you? Can you provide an example, which would demonstrate your commitment to this concept?
- To conclude, what is your perception of the role of a faculty member and summarize for us why you think you can fulfil that role successfully.

[Insert other questions raised by a particular candidate's curriculum vitae, if not already covered.]

## Appendix C

### Faculty of Health Guidelines for Search Candidate Travel

**Support for Candidate travel and hospitality is arranged at the level where the search is occurring, that is School/College faculty searches are administered at the School/College level; searches for Director/Assistant Dean and Associate Dean are administered by the Dean's Office. School/College faculty search costs are initially charged to the School/College and then re-imbursed by the Faculty up to a maximum of two Candidates per search. The following are consistent with University Policies.<sup>1</sup>**

#### **Air Travel:**

All Candidates must be provided with a copy or access to Dalhousie's Travel policy and advised that all travel taken must be consistent with that policy. Candidates can choose to purchase tickets themselves and be re-imbursed by the appropriate unit or can arrange direct billing through Dalhousie's preferred travel provider. If the Candidate purchases a ticket themselves, advances are possible when a cheque requisition is properly completed. As per the University's travel policy the University will not reimburse air travel costs for anything other than economy class tickets. Business class or latitude tickets can be purchased but the Candidate will have to cover the extra costs and will need to provide a quote for the economy class version of the purchased ticket. While boarding passes are no longer required when other evidence of travel is available, they are helpful with tickets that are direct billed through the University's preferred travel provider.

#### **Accommodations:**

Accommodations may be billed directly to the University through the preferred provider to the University. Alternatively, the Candidate can pay for accommodations and be re-imbursed through the submission of a properly completed travel claim. Note: accommodation will normally be approved for two nights unless distance of travel makes it necessary for the Candidate to stay one additional night. In such cases, prior approval from the Dean's Office should be obtained.

#### **Candidate Reimbursement:**

Candidates will need to complete a Travel Claim form that is to be completed and then mailed back to us with **all their original receipts and boarding passes**. The Travel Claim form available at <https://www.dal.ca/dept/financial-services/forms/payment-of-expenses.html>

#### **Candidate Meal Expenses and Hospitality:**

Candidate meals must be consistent with the University's travel policy. Meals can either be direct billed by the Candidate if incurred at the preferred accommodation or be reimbursed to the Candidate through the submission of a properly completed travel claim.

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<sup>1</sup> These practices have yet to be validated by Financial Services

If the Committee arranges a hospitality meal with the Candidate as part of the search process the hospitality that can be supported is as follows:

- A maximum number of three members of the search committee; and the Candidate for a total of four persons.
- A maximum of \$75 per person including one alcohol beverage per person, gratuity and taxes
- In arranging the hospitality the Search Committee “host” should ensure that selected establishment can provide a meal within the cost guidelines listed above.

Search committee members seeking re-imbusement for Candidate hospitality should include all expenses associated with the meal on one travel claim submitted for re-imbusement. The claim should include:

- the name and Banner number of the Faculty Member being reimbursed
- the search number
- the name of the Candidate being entertained
- the names and banner numbers of other search committee members at the meal for whom hospitality was provided and is being claimed.
- the detailed meal receipt PLUS the credit card chit indicating payment