

FACULTY HIRING POLICY

Execution by	Provost
Responsibility of	Deans Council
Approval by	Recommended by Faculty Senate May 14, 2012
Revision History	November 24, 2023; October 10, 2024
Next Review	2029

POLICY OVERVIEW

The Briercrest Faculty Senate “make[s] recommendation to the Board with respect to the appointment . . . of the members of the teaching faculty” (Briercrest College and Seminary General Operating By-laws, 10.3.4).

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

The policy applies to all continuing appointments to the faculty at Briercrest College and Seminary.

POLICY STATEMENT

The Faculty Senate authorizes the Provost to strike search committees that will act on behalf of the Senate to make recommendation to the Board with respect to the appointment of the members of the teaching faculty.

PROCEDURES

Composition of the Search Committee

1. The Search Committee will typically be comprised of five members, including three members whose primary appointments are not administrative, the Director of HR, and the Dean of the school (college or seminary) to which the faculty member will be primarily appointed;
2. Wherever possible, the Search Committee will include a representative from the discipline in which the search is being conducted;
3. The Provost will aim to strike search committees that are broadly representative (i.e., in gender, rank, and faculty) of the Senate.

Search Process

1. All searches for continuing faculty posts will be approved by the Faculty Senate.
2. Except as approved by the Faculty Senate, all searches for continuing faculty posts will be open searches and advertised both internally and externally;
3. The Search Committee will review all candidates for the post and, from that list of applicants, establish a short list with whom preliminary, teleconference interviews will (typically) be conducted;
4. The Search Committee will determine the finalists for the post, who will be invited to the campus for full (typically two-day) on-site interviews.
5. At the conclusion of the interviews, the Search Committee will form a recommendation to present to the Provost for approval.
6. The Provost will present the candidate's name to the board for approval.

APPENDIX A

Related Forms/Policies	Moving from Probationary to Continuing Status: Faculty Handbook Dispute Resolution and Dismissal Policy: Faculty Handbook
Where is this policy published	Faculty Handbook ; Website
Contact Information	Provost