

Policy Name: AIMU Faculty Recruitment and selection policy
Previous Policy: June 2014
Revised Policy Date: November 19, 2017
Responsible Office: Office of Human Resources
Policy number: COR-GOV-POL-20171119-0016-0

1. Purpose and Objectives

AIM-U, in its quest to build a well trained human resource pool of professionals to serve humanity, seeks to recruit a diverse team of qualified faculty members that is among the accessible pool of the best and brightest in their respective fields, to build its reputation as an institution that produces well qualified professionals.

The University recognizes that its faculty members are fundamental to its success. The University therefore needs to be able to attract and retain faculty of the highest caliber and a professional approach to recruitment is essential to do this.

This policy sets out principles and procedures to ensure faculty recruitment and selection practices are consistent, merit-based and aligned with the University's primary goal of innovation in teaching-learning to serve humanity. The policy provides a sound framework for the recruitment and selection of faculty based upon the principles outlined, which also meet the requirements of the University, the Equal Opportunity Employment Laws, the Labor Laws of Saint Lucia and other relevant employment legislation.

2. Definitions, Terms, Acronyms

Applicant: any jobseeker who: 1) submits an application via the University's electronic application process and 2) meets the basic qualification of the job as determined by the Faculty Search Committee.

Candidate: An applicant who has been referred by a recruiter for consideration for a specific position.

Due Diligence: Risk audit procedures in place to screening applicants before entering into an employment agreement or contract.

3. Policy Scope / Coverage

This policy and procedure cover all activities that form part of the recruitment and selection process. It is applicable to all faculty recruitment. In order for the policy and procedure to be effective it is essential that any employee who is involved in any aspect of the recruitment and/or selection of staff is aware of and follows the procedures herein. Ultimately, it is the

responsibility of the Administrative staff in the University, including Heads of School, in conjunction with Human Resources Director to ensure that there is compliance with the policy.

4. Policy Statement

- The University has a principle of open competition in its approach to recruitment.
- The University will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the University.
- The University will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation of Saint Lucia.
- The University will provide appropriate support to those involved in recruitment and selection activities in order to meet this core principle. Any member of staff involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure.
- Recruitment and selection is a key public relations exercise and should enhance the reputation of the University. The University will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- The University will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- Search Firms may be engaged in the event filling a post has posed a challenge. All search firms doing business with AIM-U must contractually agree to comply with the University's obligations and to collect and provide the University information in compliance with stipulated laws of Saint Lucia and to satisfy the University's documentation requirements.
- The University will ensure that its recruitment and selection process is cost effective.
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- All documentation relating to applicants will be treated confidentially.

5. Procedures Statement

There are a number of key stages in recruiting and selecting for a post as follows:

5.1 Preparation Stage

- The recruitment and selection process should not commence until a full evaluation of the need for the role against the School's or Department's mission, strategic plan and budget has been completed.

- The recruitment of staff will take into account the University's need for new ideas and approaches and additionally should support the University's commitment to ensuring a diverse workforce by proactively seeking to attract groups that are under-represented in the University's profile to maximise its ability to meet diverse student requirements.
- Recruitment should form an integral part of the staffing strategy for the area and should take account of the need for any 'positive action' initiatives in process. 'Positive Action' refers to the steps that an employer can take to encourage applicants from people who share a protected characteristic (e.g. a certain gender or race) who under-represented in a particular area of the workforce, for example:
 - Placing advertisements and any other publication which is targeted at groups which are under-represented;
 - Including statements in advertisements that encourage individuals from under-represented groups to apply for the advertised position.
- All new or changed posts must be formally reviewed and graded before they are advertised in order to help ensure equal pay for work of equal value.
- Formal authorisation to recruit to a post should be sought before commencing the recruitment process.
- If the faculty search committee believes that there may be potential difficulties in recruiting to a post they should consult with the HR and the Administration on comparative market rates and options for appropriate action.

5.2 Job Description & Person Specification

- A job description must be produced or updated for any vacant post that is to be filled.
- The job description should accurately reflect the elements of the post.
- The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.

5.3 Advertising

The job opening will be advertised locally at the school website and in publications from Saint Lucia.

Applicants are asked to provide equal opportunities details when making their application to enable a robust means of monitoring the success of recruitment in relation to our diversity aims. This information is separate from the job application and applicants are free to indicate that they do not want to provide these details.

- The University has a legal obligation to comply fully with the provisions of the Labor Laws of Saint Lucia.
- All advertisements will be placed through the HR Department, except where alternative arrangements have been formally agreed in advance with the HR Department.
- All advertised vacancies will be placed on the University's website.

- All advertising must be cost-effective and agreed in advance with the Board of Governors.

6. Selection of Candidates

6.1 Short-listing, microteaching session and selection:

- The resume of all applicants will be reviewed by the Faculty search committee consisting of the Dean, Director of Quality Assurance, the Associate Dean and an external expert.
- The committee may short list applicants based on their qualifications, publications, diversity issues and financial considerations.
- The faculty search committee conducts a preliminary phone or electronic interview to assess the candidate's commitment, general abilities, ability to express himself or herself in English among other parameters.
- These candidates are then invited to participate in a microteaching session. Members of the faculty search committee, members of the faculty and selected students assess the candidate during the microteaching session using the rubric.
- If required candidates are ranked with regard to their performance during the microteaching session.
- The faculty search committee then interviews the highest ranked candidates (first and second) once more to discuss their possible joining formalities, their expected date of joining, whether any family members will be joining them on the island and any special requirements from both sides.
- In situations where there is more than one candidate who is suitable for appointment, but one or more of the candidates requires the University to sponsor them to obtain the right to work in Saint Lucia, in accordance with immigration rules the panel should give preference to any of the candidates who do hold a continuing work visa.
- The University will ensure that it complies with all current immigration rules by reviewing its recruitment processes and management guidance as and when changes occur.
- In the event that a candidate requests feedback about their performance in the selection process this should be arranged by the Chair of the panel or he or she may delegate this to another member of the panel where appropriate.
- Unsuccessful interview candidates should be dealt with courteously and sensitively and will, as a minimum, receive telephone or written notification of the outcome of the selection process.
- Where there is an international candidate and a candidate from St. Lucia who are equal after the selection process is complete and both meet the requirements of the role, then the candidate from the St. Lucia must take precedence, and be offered the role. This reflects the statutory employment requirements.

6.3 Due Diligence Procedures / Referees

- Information sought from referees should be structured around the requirements of the job and the job description should be provided. It should be noted that many organizations

have a policy of not providing personal references and therefore references provided may only confirm details of current appointment. This is much less likely to be the case with references for academic posts which are of a more personal nature.

- Reference request letters are forwarded from the Chair of the Faculty Search Committee (Associate Dean of Medicine).
- If the appointment is urgent, the search committee may seek to obtain a verbal or telephone reference for the successful candidate providing that standard procedures for doing so are followed.
- Referees should not be contacted without the candidate's consent and the information provided should be treated as confidential by the panel members.
- In certain circumstances a school or personal reference is acceptable.

6.4 Making the Appointment

- It is recognized that in many cases it is desirable to make a verbal offer very shortly after the selection process to enhance the University's ability to recruit the selected candidate. In such cases the verbal offer will normally be made by the Chair of the search committee in consultation with the VP Administration and the Chair of the Board of Governors, although he or she has the discretion to delegate this responsibility if felt appropriate.
- The University recognizes open contracts as the general form of employment relationship between employers and employees and will appoint new and existing staff to contracts unless necessary and objective reasons justify use of a fixed-term contract.
- Appointments will usually be made at the grade minimum of the advertised salary scale unless directly relevant experience would justify additional increments. Advice should be sought from the Board if the intention is to appoint at the grade maximum of the advertised salary scale. No appointment can be made above the advertised scale.
- Once a selection decision has been made the HR Department will produce a written offer of employment following receipt of the recommendation for appointment from the Board of Governors, in line with agreed service standards. Offers of employment are normally subject to satisfactory references, medical clearance, checks of qualifications and any other checks as appropriate, such as Immigration checks,

6.5 Orientation / Induction

- Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and a start date has been agreed the Head of School or Department is responsible for preparing a comprehensive orientation programme for the new employee.

Responsibility: Supervisor

- Ensure the new staff member completes the induction objectives.
- Ensures the new staff member is familiar with the job performance standards and appraisal procedures.

- Ensure the new staff member undergoes a local area and team induction within the first month of their employment.

Responsibility: Human Resources

- Arranges for the new staff to meet the Senior Administrative Staff.
- If the new staff member is a visa holder, ensure records of visa validity are kept and all conditions and sponsorship obligations applicable to the visa are fully understood.

7. Probation Period

Responsibility: Supervisor

- Ensure that the new staff member undergoes a probation period relevant to their type and level of appointment.

This policy consists of six (6) pages.