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## Faculty Recruitment

Vice-President (Fredericton-Academic)

Guideline

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### 1.0 Purpose

- 1.1 To provide central funding for reasonable Faculty recruitment costs.

### 2.0 Applicability

- 2.1 Fredericton Campus
- 2.2 Relates to the provision of funding for the recruitment of continuing full-time faculty positions which are funded by the operating budget (Funds 10, 11 and 12) of the University of New Brunswick-Fredericton Campus including those considered to be Externally Funded Positions (i.e. recovered in full or part).

### 3.0 Definitions

- 3.1 Externally Funded Positions are defined as positions whose funding is dependent in whole or part on funding external to the budget envelope.

### 4.0 Implementation

- 4.1 Funding for the related position is approved as a result of the annual planning and budgeting process OR as a result of in-year replacement of a position by the Office of the Vice-President (Fredericton-Academic).
- 4.2 Advertisement and completed requisition forms for advertising are submitted for approval to the Office of the Vice-President (Fredericton-Academic). Submission must include a Datatel Account Number for the transfer of approved recruitment funds. The Office of the Vice-President (Fredericton-Academic) will process a budget transfer to the Faculty. The total reimbursement for travel, meals, entertainment, accommodations and advertising related to the recruitment activity for each approved Faculty position is \$3,850\*\*. Expenditure by Faculties in excess of the approved funds must be covered by Faculties from their existing Budget Portfolio/Budget Envelope(s).
- 4.3 This amount, based on July 1, 2008 Per Diem at the University of New Brunswick, includes travel, meals, entertainment, and accommodations for two candidates as well as one classified advertisement in the CAUT and AUCC publications
- 4.4 Approved requisition and advertisement is forwarded to Financial Services (Purchasing) for processing and payment. Financial Services will confirm with Human Resources and Organizational Development (Human Resources).
- 4.5 Advertisement is published in accordance with the policies and procedures of the Office of the Vice-President (Fredericton-Academic) and the Association of University of New Brunswick Teachers (AUNBT).

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- 4.6 UNB's employment equity policies must be followed, including attention to the equity goals of the unit. Please submit, for information only, a summary of the Level 1 Assessment Committee deliberations including rationalization of the shortlist (e.g. minutes), which references any employment equity considerations, to the Office of the Vice-President (Fredericton-Academic).
  - 4.7 Faculty search committee conducts interviews and makes a recommendation to the Vice-President (Fredericton-Academic).
  - 4.8 Dean's Recommendation for a Full-time Appointment is submitted for approval to the Office of the Vice-President (Fredericton-Academic) and forwarded to the Human Resources prior to final negotiation with candidate. A final contract is prepared by Human Resource and submitted for signature to the Vice-President (Fredericton-Academic).
  - 4.9 Final contract (signed by Vice-President) is forwarded directly to appointee.

### **5.0 Interpretation and Questions**

- 5.1 The Vice-President (Fredericton-Academic) office is located in Room 105 of Sir Howard Douglas Hall. Questions concerning this policy may be directed to [budgethelp.ca](mailto:budgethelp.ca) and questions related to the recruitment process can be directed to [trinac@unb.ca](mailto:trinac@unb.ca) (Trina Calhoun).