

# Procedural Information for an EE/PA

## Guidelines for the Pre- and Post- Interview Evaluation Grids

- Refer to the General Evaluation Grid sample and guidelines
- Sources include CV/Resume; Letter of Application; Interview; References; Public Presentation; Feedback from Students, Faculty, Staff, etc.
- Categories must be given a numeric value determined by the Committee
- Determine a threshold score that the candidate must reach to be qualified and recommended for the position
- Each committee member evaluates all candidates separately
- Totals should be averaged or consensus scoring
- Final score is submitted to PCEE

## Positive Obligation

When a candidate is a member of an under-represented designated group, and is in the pool of candidates acceptable for recommendation, and is approximately equal to the other acceptable candidates, then the candidate from the under-represented designated group(s) shall be recommended. When determining approximately equal, consider each committee member's scores for each candidate, rather than the total group average for each candidate.

## What is the Chair's Responsibility Regarding an EE/PA?

A Chair shall:

- Give the EE/PA reasonable notification of an upcoming meeting
- Give access to any info. that other committee members receive
- Identify to the other members and the candidates what the EE/PA's role is on the committee

## Key Points to Note

- An EE/PA is a non-voting member whose role is as a resource person at arm's-length and you should avoid being drawn into the committee's discussion on matters other than equity
- Discuss concerns/matters with Chair prior to or following meetings with the entire committee if there are any issues
- If in disagreement with the Chair, contact the OHREA or the Faculty Recruitment Coordinator
- Become familiar with the WUFA Collective Agreement and Senate Bylaws

## Designated Group Status

- An EE/PA may ask candidates if they wish to self-identify
- If a Designated Group member does not make the shortlist, and is close to 3<sup>rd</sup> ranked candidate, PCEE may request that they be added to the shortlist
- When a Designated Group member has more than one status (e.g. Woman, Visible Minority) consider Positive Obligation

## What is the EE/PA expected to do?

- The EE/PA is expected to review all material related to the appointment (CVs, etc.)
- Provide comments on Form 2 - Shortlist
- Provide comments on Form 3 – Rec. Cand.
- Provide equity/procedural related guidance as needed to the Committee

## Equity and Equality

- Equality has limitations; there's a point at which to treat everyone the same becomes unfair, and many contexts in which to do so is unjust
- Equity is an equalizer
- It recognizes differences and diverse needs
- Equality still has a place, such as where the call for equal rights literally means having the same rights
- Equity recognizes an historical context that has led to unequal realities, and that to merely switch to equality will not redress the imbalance--specific measures/efforts will be required to compensate for the gap(s)