

Policy Name: Faculty Hiring Standards
Approving Authority: Academic Council

Policy # AA-013
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Statement

The Faculty Hiring Standards Policy of Beal University Canada (“BUC” or the “University”) provides the guidelines on hiring academic staff to ensure employees are qualified for the position they are hired for. The Academic Council will review this policy annually.

Purpose

The purpose of this policy is to ensure the faculty members are educationally and experientially qualified to teach in their respective fields to support the mission of the University in providing quality education to our students.

Roles and Responsibilities

The Vice President of Academics has administrative responsibility for this policy. The Director of Human Resources Administration has implementation responsibility.

Policy

BUC is committed to employment equity and fostering diversity within our community to develop an inclusive workplace reflecting the broader community that we serve. BUC seeks to hire faculty members possessing relevant educational credentials to facilitate learning within their designated expertise and who will support the mission of the University to provide quality career focused education to our students.

The University supports a respectful, discrimination- and harassment-free workplace environment, through the promotion of equity, diversity and inclusion. The University is committed to fostering a workplace environment where individuals from all backgrounds have equal opportunities to employment. The University acknowledges that equal access to opportunities and services may require treating particular individuals and groups differently through the removal of barriers that marginalized equity-seeking groups experience in trying to obtain this access. This could include attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, marital status, family status, Indigenous identity, nationality, race, creed/religion, gender, sexual orientation and gender identity, gender expression, etc. The University is committed to remove barriers to opportunity by promoting equity, diversity and inclusion and creating more inclusive workplace environment. The University provides accommodations and accessibility pursuant to the applicable provincial human rights legislation. Accommodations enable employees to demonstrate their knowledge and skills and meet the essential requirements of their position.

The University provides individualized accommodations and accessibility supports for employees with permanent, episodic, or temporary disabilities and medical conditions, helping to create a workplace environment in which disabilities are not a barrier to employment. We do this, in part, by removing barriers to access, deploying technologies that facilitate access for employees with disabilities, and providing accommodations and other resources.

The University promotes mental health advocacy throughout the University community. The University provides free webinars, literature and 24/7 online/phone mental health resources and a well-being online tool for employees through a partnership with Homewood Health. This service supports healthy living and workplace success with confidential counseling for employees and their family members.

The Human Resource Administration department is available to assist employees with developing an accessible workplace environment and individual plans of accessibility and accommodations to support the employment success.

The degree preference for hiring faculty members is as follows:

- PhD
- Master's Degree
- Bachelor's Degree

All faculty must be able to demonstrate a command of theory and practice, contemporary knowledge and continuing study in their field. Faculty must maintain certification and/or licensure if required by law.

In addition, faculty teaching in programs that are programmatically accredited must meet and maintain the programmatic accreditor requirements for educational degree level and appropriate field experience.

1. Faculty teaching applied general sciences courses in a bachelor degree program must have a master's or a PhD degree with appropriate coursework and preparation in the subject area(s) taught or four years related practical work experience and college or university-level coursework in the subject area(s) taught.
2. Faculty teaching technical and occupationally related courses in a baccalaureate level degree program must have a minimum of four years of related practical work experience in the subject area(s) taught and possess a related degree at least at the same level of the course the faculty member is teaching. In exceptional cases, outstanding professional experience and contributions to the occupational field of study may be substituted for a formal degree. In such instances, the faculty member must possess a minimum of eight years of related practical work experience and the school must justify and document on an individual basis the outstanding professional experience and contributions to the occupational field.
3. Academic Instructors teaching other courses (e.g., electives, orientation, career services, health and wellness, and life skills, etc.) must be appropriately qualified based upon the type of course content offered and upon criteria established by the school that relies upon necessary experience and/or educational background requirements.
4. The Associate Dean who works in each area that leads to an academic degree must possess an educational background equal to or exceeding the maximum credential offered in that program area, the requisite qualifications for technical faculty teaching in a degree program, and an ability to administer the occupational components of the program.
5. A Dean must have an earned degree at least one level higher than the highest degree offered by the school the Dean oversees.

Status Designation

Full-Time Faculty Member

A full-time faculty member:

- has a contract as a full-time faculty member and receive remuneration; or
- has a twelve-month contract, receives remuneration, and have been appointed as permanent in position.

Expectations: Full-time faculty members will be responsible for teaching assigned courses, serving on committees, attending all faculty mandatory meetings, performing professional development, and training and scholarly activities.

Part-Time Faculty Member

A part-time faculty member is hired on contract for a specific task, course or project. There is a defined end date.

Expectations: Part-time faculty members will be responsible for teaching assigned courses, performing professional development and training, and attending faculty meetings.

Related Policies and Documents

AA-008 Faculty Evaluation Policy

HR-004 Equity, Diversity, and Inclusion Policy

HR-009 Workplace Accommodations Policy

HR-013 Gender Inclusion Policy

HR-014 Accommodations for Religious and Cultural Observance Policy