Policy Number	8.9
Approval Body	Board of Governors
Policy Officer	Director Human Resources
Approval Date	March 2010
Revision	March 2013

8.9 HIRING

ENABLING LEGISLATION + LINKED POLICIES

University Act
Employment Standards Act Regulations
BC Labour Relations Code
Human Rights Act of British Columbia
Freedom of Information and Protection of Privacy
Collective Agreement: Emily Carr University of Art + Design and Emily Carr University of Art + Design Faculty Association
Collective Agreement: Emily Carr University of Art + Design and CUPE
Terms and Conditions for the Administrative Group
Emily Carr University of Art + Design Policy:

1.6   Presidential Selection
8.2   Employment of Students
8.10   Authority to Appoint Employees

OBJECTIVE

The objective of this policy is to describe the commitment of Emily Carr University of Art + Design (University) to ensuring fair and equitable hiring practices as encompassed in the following policy.

SCOPE

This policy is meant to encompass all University employees, which include members of the administrative group, faculty members and staff members.

POLICY

1. In order to inspire excellence and innovation, the University will attract and hire the most qualified applicants in accordance with equitable and open hiring practices as set out in relevant policies and procedures and in compliance with applicable legislation and collective agreements.

2. As an equal opportunity employer, the University will encourage applications from women, First Nations people, visible minorities and people with disabilities. All qualified persons will be invited to apply; however, Canadians and permanent residents of Canada will be given priority.

3. The University will ensure that fair employment practices are followed, including the maintenance of confidentiality for all applicants and search proceedings, requiring declaration of conflict of interest of search committee members, protecting the human rights of all applicants and observing Freedom of Information and Protection of Privacy requirements.

POLICY SUPPORTS

8.9.1   Procedures for Recommendation + Selection of Senior Academic + Administrative Personnel

8.9.2   Procedures for the Recommendation + Selection of Administrators + Staff

8.9.3   Procedures for the Recommendation + Selection of Vice Presidents