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Parent Policy: Recruitment Policy

Academic Staff Posting and Advertising Procedure

Office of Administrative Responsibility:	Human Resource (HR) Services and Faculty Relations
Approving Authority:	Provost and Vice-President (Academic) Vice-President (University Services, Operations and Finance)

Overview

The University of Alberta ("the university") is committed to appointing the best-qualified candidates for its employment opportunities and aspires to achieve an Equitable, Diverse and Inclusive community of Employees consistent with the mission set out in its *Strategic Plan for Equity, Diversity and Inclusivity* ("EDI Strategic Plan"). By adopting EDI principles and practices into its academic staff selection process, the university hopes to achieve Diversity in the workplace and correct employment disadvantages experienced by Persons Historically Under-Represented at the University.

These principles and practices are designed to ensure that access to the university's employment opportunities is Equitable and Inclusive by removing employment-related barriers, particularly those based on Protected Grounds. This will require periodic assessment of demographic, intellectual, and other aspects of Diversity when contemplating a search.

Purpose

The purpose of this procedure is to outline the steps that must be followed for Posting and Advertising vacancies for Employees..

Definitions

The attached definitions table outlines the terms used in this procedure that are not otherwise defined herein and any specific rules of interpretation that apply.

Scope

This procedure applies to all members of the University Community participating in activities or functions governed by this procedure and its parent policy.

Procedure

GENERAL REQUIREMENTS FOR POSTING AND ADVERTISING OF JOB VACANCIES

1. Continuing academic vacancies (Faculty, Administrative Professional Officer, Faculty Service Officer, and Librarian) will be posted on the University of Alberta Careers website for a minimum of five business days.

2. Subject to the provisions of the Board/AASUA Collective Agreement for Academic Staff appointed to temporary appointments and excluded appointment handbooks, it is recommended that positions with an appointment term greater than one year be posted.

3. The university hopes to achieve Diversity in the workplace and correct employment disadvantages experienced by persons historically under-represented at the university. The University Employment Equity Statement should be included on all Postings and Advertisements.

4. Postings and Advertisements for vacancies at Faculté Saint-Jean may appear in English, French or both. Where the Advertisement is in French, it will clearly state the requirement for oral and written competency in English.

5. Advertisements will appear simultaneously or later than Postings on University of Alberta Careers website, and should appear in media accessed by persons from historically under-represented groups.

6. Postings and Advertisements for Academic Faculty Members will include the Proviso Statement unless administrative duties comprise 51% or greater of the position.

7. Postings will articulate the university's commitment to the Duty to Accommodate during the recruitment process and invite requests by applicants for reasonable accommodations.

WAIVERS AND EXCEPTIONS TO POSTING

8. In exceptional circumstances, the Posting requirements for continuing academic positions may be waived with the prior approval of the Provost. The Provost and Vice-President (Academic) will advise the AASUA of the decision and report all waivers to the General Faculties Council annually. Requests for waiver of Posting should be submitted to Human Resource Services.

9. Posting is not required when an incumbent's position is reclassified or converted from Support Staff to Administrative Professional Officer (unless a Foreign National holds the position).

RULES RELATED TO FOREIGN NATIONALS

10. As per the federal government immigration advertising requirements, Posting and advertising cannot be waived if Foreign National applicants are to be considered.

a. Advertisements must appear in Designated Canadian National Media.

b. Any position in which teaching comprises 50% or more of the position must be advertised for a minimum of 30 days in the Canadian Association of University Teachers Bulletin and University Affairs (print or website) before Foreign National applicants can be considered within the Recruitment Competition.

c. International Advertisements must appear simultaneously or later than Canadian Advertisements. The number of international media Advertisements must not exceed the number of Canadian national Advertisements.

UNIVERSITY EMPLOYMENT EQUITY STATEMENT

11. All Postings and Advertisements will include the University Employment Equity Hiring Statement.

12. In Cross Appointments, the name of the external organization or institution may be included in the University Equity Statement or the equity statement of the external organization or institution may appear in conjunction with the University Equity Statement.

INITIATING THE PROCESS

13. If the hiring unit uses the services of a Search Consultant, the consultant must work with Human Resource Services and will follow the approved standards and templates for University of Alberta Advertisements. The consultant should demonstrate expertise in principles of Equity, Diversity and Inclusivity and the same should be reflected in their own organization.

14. Hiring units initiate the Posting and advertising process to create a new Recruitment Competition.

15. All Postings and Advertisements will establish the required qualifications, skills, abilities, competencies and credentials required in an objective, Equitable and Inclusive way and should include:

    a. Position title and appointment category;

    b. Department/Unit;

    c. Major responsibilities and accountabilities;

    d. Rank (for Academic Faculty Member, FSO and Librarian positions);

    e. Required academic qualifications, knowledge, skills and abilities;

    f. Term of employment (if applicable);

    g. Deadline date for applications or date when the application review process will begin; and

    h. Contact information.

ROLE OF HUMAN RESOURCE SERVICES

16. Human Resource Services will review and approve all Postings and Advertisements to:

a. Ensure the content is accurate and the information and advertising complies with federal government immigration requirements (where applicable);

b. Confirm rank and salary range (if applicable); and

c. Ensure compliance with the university's Posting and Advertising standards and templates.

ADVERTISING

17. If advertising is required, Human Resource Services will submit the approved advertising copy to the advertising agency for proofs and cost quotes.

18. Upon receipt of the proofs and cost quotes, the hiring unit will advise the advertising agency and Human Resource Services of the approved cost quotes and any final edits to the proof. The cost of advertising is the responsibility of the hiring unit.

19. In selecting advertising venues, the hiring unit should identify relevant venues to reach a Diverse pool of qualified prospective applicants.

Definitions Table

Any definitions listed here apply to this procedure only with no implied or intended institution-wide use. Capitalized words and phrases used in this procedure that are not otherwise defined herein shall have the same meanings ascribed to them in the Recruitment Policy.	
Advertisements	An external communication designed for the recruitment of staff in appropriate media outside the university to provide the greatest pool of qualified applicants.
Bona Fide Occupational Requirement	An objective criteria related to the skills and qualifications required for the vacant position.
Conflict	Conflict of interest, Conflict of commitment, or institutional Conflict as defined in the University of Alberta *Conflict of Interest and Commitment and Institutional Conflict Policy* ("*Conflict Policy*").
Cross Appointments	Individuals appointed from an external organization or institution to work with the university on a full or part-time basis or an individual within the university appointed to an external organization or institution to work on a full or part-time basis. This may also refer to staff under categories A, B, or C under the *Recruitment Policy Appendix A: Definitions and Categories of Staff* who hold an unpaid appointment in another department on campus.
Designated Canadian National Media	Print, electronic or other media chosen by the hiring unit to provide the greatest pool of qualified applicants and accepted as Canadian (national) media for the purposes of Service Canada's Labour Market Opinion.

Diversity	In the context of this procedure, Diversity refers to the demographic and identity difference and variety within the university's workforce, including that based on Protected Grounds. More broadly, within the university, Diversity also encompasses difference or variety in education, ideas, perspectives, opinions, heuristics, disciplines, methodologies, epistemologies, faculties, skills, and learning opportunities.
Employee(s)	A Person employed by the university and defined under the *Recruitment Policy Appendix A: Definitions and Categories of Staff*.
Equity / Equitable	In the context of this procedure, Equity is about fair access to employment and the opportunity to succeed in this domain. Employment Equity principles, policies, and practices promote (or facilitate) access, representation, opportunities, and meaningful participation of Persons Historically Under-Represented.
Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary	See *Recruitment Policy Appendix A: Definitions and Categories of Staff.*.
Faculty Member	"Faculty Member" means a full-time Faculty Member (from Category A1.1 or A1.6) who is employed at the university under the terms and conditions of the Board/AASUA Agreement, Schedule A – Academic Faculty Members.
Foreign National	Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements).
Inclusion / Inclusivity	In the context of this procedure, Inclusion is a principle and practice that values and cultivates the full and meaningful participation and representation of persons historically under-represented in the university's workforce.
Person	"Person" means any individual selected or elected by the particular group or body referred to and may include Faculty Members, students, other Employees of the university, or persons who are neither students nor Employees of the university.
Persons historically under-represented	Women, Indigenous persons (First Nations, Métis, Inuit), members of visible minority groups, persons with disabilities, persons who identify with under-represented sexual orientations, gender identity or expression.

Postings	An internal communication designed for the recruitment of staff placed on the University of Alberta Careers website.
Protected Grounds	Refers to those grounds set out and defined in the A*lberta Human Rights Act* and in the University of Alberta's *Discrimination and Harassment Policy* which are: race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientations or political beliefs, or any other grounds as may be amended in the *Act* from time to time.
Proviso Statement	"All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority."
Recruitment Competition	A process where qualified candidates are interviewed for a vacant position.
Search Consultant	A member of an external agency contracted by the university to undertake recruitment.
Student	"Student" means any student enrolled at the University of Alberta, either full-time or part-time. The term "student" may be preceded by "undergraduate" or "graduate" or "full-time" for clarification.
University Community	Academic, excluded and support staff, academic colleagues and postdoctoral scholars as outlined and defined in the *Recruitment Policy Appendix A: Definitions and Categories of Staff*; undergraduate, graduate, continuing education students and post-graduate learners; emeriti; contractors; visitors; volunteers; and members of the Board of Governors.
University Employment Equity Statement	"The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientations or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply."

Parent Policy Suite

- Recruitment Policy
- Academic Staff Posting and Advertising Procedure

Related Policy Documents

- Conflict of Interest and Commitment and Institutional Conflict Policy ("Conflict Policy")
- Discrimination and Harassment Policy

Related Links

- Equity, Diversity, and Inclusion: Best Practices in Faculty Recruitment and Hiring
- University of Alberta Careers

History

May 13, 2011	Approved.
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May 5, 2025	Editorial amendment. Formatting and links.
April 7, 2026	Editorial amendment. Updated references and links.

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

The official version of this document may be obtained from https://www.ualberta.ca/policies-procedures/index.html