



Policy History
<b>Policy No.</b> AC13
<b>Approving Jurisdiction:</b> Board of Governors, with Senate advice
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> September 1, 2024

## Minimum Qualifications for Faculty Members Procedure

### A. DEFINITIONS

1. **Department:** For the purpose of this policy, a Department is an educational administrative sub-unit of a Faculty and/or School within a university dealing with a particular field of knowledge or area of educational support service provision.
2. **Faculty:** An educational administrative division constituted by the Board of the University.

### B. PROCEDURES

1. Roles and Responsibilities
  - a. Department
    - i. A Departmental/Area Search Committee is responsible for conducting interviews and recommending qualified candidates in consultation with this policy.
    - ii. In keeping with the appropriate academic and professional standards of their disciplines, a majority of faculty members in a Department will determine and recommend the minimum qualifications required for faculty appointments either on a competition-by-competition basis or through a minimum qualification table approved by the Dean or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department.
    - iii. For master’s programs, a majority of faculty members in the Department(s) responsible for the program will determine and recommend the minimum faculty qualifications required to the Dean of the Faculty of Graduate Studies (or designate) for approval.
    - iv. For minimum faculty qualifications that are different for a course than for a program, the Department, in consultation with the Dean (or designate) of a Faculty, will determine and recommend the qualifications required for faculty appointments through a minimum qualification table approved by the Dean.

v. A majority of faculty members in a Department may recommend to the Dean or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department, a different set of minimum faculty qualifications before the start of the faculty search process when deemed necessary by faculty members in the Department.

b. Faculty Council

- i. For courses and programs that do not belong to a Department, the Faculty Council is responsible for determining and recommending minimum qualifications required for faculty appointments to the Dean (or designate) for approval either on a competition-by-competition basis or through a minimum qualification table jointly by the Dean.
- ii. The Dean may consult the Faculty Council on any proposed minimum qualifications.

c. Dean or Head of Department

- i. The Dean (or designate) of a Faculty or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department, is responsible for ensuring the Departmental/Area Search Committees comply with this policy.
- ii. The Dean (or designate) of a Faculty or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department, with the support of a majority of faculty members in the Department, may approve a different set of minimum faculty qualifications before the start of the faculty search process where deemed necessary by faculty members in the Department.
- iii. To ensure relevancy and currency, the Dean (or designate) is responsible for the approval of minimum faculty qualifications within their Faculty. In the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department is responsible for the approval of all minimum faculty qualifications within their Department.
- iv. For master's programs, the Dean (or designate) of the Faculty of Graduate Studies, in consultation with the Dean(s) of the disciplinary Faculty (Faculties), is responsible for the approval of minimum faculty qualifications recommended by the Department(s).

2. The Establishment and Approval of Minimum Faculty Qualifications

- a. For programs that fall within a Department operating under the authority of a Faculty Council, the minimum qualifications required for faculty appointments will be determined by a majority of faculty members in their Department and recommended to the Dean (or designate) for approval. The Dean may consult the Faculty Council on proposed changes to minimum qualifications.
- b. For programs that do not fall within a Department operating under the authority of a Faculty Council, the minimum qualifications required for faculty appointments will be determined and recommended by its Faculty Council to the Dean (or designate) for approval.
- c. For Departments not operating under the authority of a Faculty Council, the minimum qualifications required for faculty appointments will be determined by a majority of the

faculty members in the Departments, and recommended to the head of the Departments for approval.

- d. For master's programs, the minimum faculty qualifications required will be determined by a majority of faculty members in the Department(s) responsible for the program and recommended to the Dean (or designate) of the Faculty of Graduate Studies for approval.
  - i. The Dean (or designate) of the Faculty of Graduate Studies will consult the Dean(s) of the disciplinary Faculty (Faculties) on the minimum faculty qualifications recommended by the Department(s). The Dean of the Faculty of Graduate Studies may consult the Graduate Studies Council on proposed minimum qualifications.
- e. Lists of minimum qualifications for all initial appointments to faculty positions within any Departments including the determinations of required credentials, scholarly experiences and areas of expertise necessary for specific faculty appointments and assignments, are the purview of the Departments.
- f. Each Department will review its list of qualifications for faculty positions - either for particular competitions or for a minimum qualification table - within its area of jurisdiction. Information to be provided should include, but is not limited to, the following:
  - i. Name of Faculty (if the Department operates under the authority of a Faculty Council)
  - ii. Name of Department
  - iii. Name of Discipline/Program/Course (where applicable)
  - iv. Qualifications Required
    - 1) Academic Credentials
    - 2) Professional Designation
    - 3) Teaching Qualifications
    - 4) Employment Experience
    - 5) Service and Community Engagement
    - 6) Research and Scholarship

### 3. Repository

- a. The current list of minimum qualifications for faculty members in each Department, either in the form of qualifications set for competitions or in the form of minimum qualification tables, will be stored and made available by their respective Dean's Office or, in the case of a Department that does not operate under the authority of a Faculty Council, the head of the Department.

## **C. RELATED POLICY**

*AC13 Minimum Qualifications for Faculty Members Policy*