

DEPARTMENT SELECTION COMMITTEES

The FSA and its members hold rights in hiring for FSA positions. These rights are primarily covered in Article 5 of the Collective Agreement. FSA rights on hiring managers at BCIT are covered in a separate guide.

This guide provides an overview of what is important for FSA members to know about Departmental Selection Committees.

Additionally, we encourage all members to review the Collective Agreement and to speak with your FSA colleagues, including your FSA Tech Reps, about existing practices within your Departments.

Departments may decide that their FSA Tech Rep(s) have specific responsibilities in how your Department Selection Committees are formed and function.

Forming the Committee

NOTICE

All Department members should be notified by email of the need to form a selection committee.

As per Article 5.2.3.1 of the Collective Agreement, the committee “shall be struck within ten (10) working days of notice or information that a vacancy will occur.”

Members interested in joining the committee should reply directly to the notification. Serving on a Departmental Selection Committee is an important right that FSA members hold and an opportunity to participate in the selection of colleagues with whom you will soon work closely.

The FSA strongly recommends appointing an odd number of members to avoid ties in union voting.

Serving on the Committee

- Familiarize yourself with relevant portions of the Collective Agreement; including Article 2.4, Article 5, and Article 11.
- Reach out to your colleagues, including those in the BCGEU, who work closely with the position being hired to hear what is important to them in a successful candidate.
- FSA members on selection committees are representing the FSA; not just their own individual or work-area interests.
- As per the FSA's Policy 2.4.5 ('Equity'), we expect BCITFSA representatives on selection committees to consider the ways in which systemic discrimination can result in inequitable outcomes in hiring processes.

Selecting the Committee

Selection Committee members for FSA positions are chosen by the Department (FSA members and the related manager). This is done through a variety of methods across BCIT: volunteers; standing committees; by vote or lottery; all Department members (small Departments); all Program Heads (large Departments), etc.

Additionally, under Collective Agreement Article 5.2.3, the Union (the FSA) may appoint someone to sit as a full participant, non-voting observer on all FSA selection committees. This power is only occasionally exercised, since most committees function well without having an observer. The observer is meant to report back to the FSA about the functioning of the committee, allowing the FSA to ensure the Collective Agreement is followed.

Departmental Selection Committees can also appoint non-voting members for additional expertise. A Department may, for example, include on the committee instructors from a service Department that delivers into the hiring Department.

Responsibilities of Committee Members

FSA members sit on Departmental Selection Committees by virtue of their rights in the Collective Agreement. They are there to represent their FSA colleagues and not themselves as individuals. It is important to attend all committee meetings and constructively participate. Your participation in each step of the process is a crucial element of representing your colleagues and the FSA.

It is your duty to maintain confidentiality of the proceedings of the committee, including all discussions and notes. A Code of Conduct (provided by the hiring manager) shall be signed at the first meeting of the Selection Committee.

CHAIRING THE COMMITTEE

If a Chair is required it can be someone other than the manager, who is often appointed by custom. The voting members of the committee (both management and union) may decide on who will Chair. If they can't decide, then mutually appoint another member to the committee under the deadlock covered in Article 5.2.3.2.2.1 and have that person cast the vote for Chair. Ideally the committee will choose someone that all parties trust to be fair and impartial.

VOTING RIGHTS

On Departmental Selection Committees, votes are weighted 50%-50% between the FSA representatives on one hand and management on the other. In other words, regardless of the number of FSA members or managers on the committee, each side is equal in its voting powers. Ties between FSA and management sides may be decided by invoking the deadlock Article (5.2.3.2.2.1) to appoint a neutral and fair extra member.

Committee Duties

Participating on a Department Selection Committee comes with a number of duties, including ensuring that selection decisions are made in an objective manner, and that the process is free from unfair and discriminatory practices. Selection decisions may be challenged for fairness by an

applicant, and under the Collective Agreement a member may request written reasons for lack of success.

Proper note-taking is therefore essential. Objective processes for weighing and comparing applications will go a long way to ensuring fair selections, decision-making, and defending their positions (should the need arise).

By negotiating the right to participate in the hiring of BCIT employees, the FSA has provided members a stake in ensuring the appointed candidate will contribute to the success of our Departments. Remember that the selection committee may be a candidate's first introduction to the Department and to the Institute – the first step in their integration into the BCIT community.

A selection committee should use dialogue to resolve differences in good faith, particularly between FSA members. Committees that cannot function due to discord may not be able to find detailed answers to every potential problem in the Collective Agreement. Where the Collective Agreement is silent, members should attempt to reach consensus, and failing that should vote to decide issues of concern.

Committee responsibilities are covered in more detail in Article 5.2.3.3., including important information about timelines.

The placement process itself weaves through several groups. Department Selection Committees play an important role in determining a new employee's salary: recommending initial salary-scale placement (5.2.3.3.5, 11.2.1, 11.4.1, and 11.6.1). When working on a selection committee, FSA members need to exercise this language and recommend the step at which new employees sit at hiring, preventing management alone from making that decision. Under the FSA Collective Agreement, the Dean or equivalent will then review the new employee's placement on the salary scale (Articles 11.2.5, 11.4.3, and 11.6.4). If disagreement occurs, the Dean or equivalent is required to provide a rationale.

Important Note:

Determining Placement on the Salary Scale This is a right under Collective Agreement Article 5.2.3.3.5 and should be exercised by the committee collectively and not solely by management.