

# GUIDE: DEPT. SELECTION COMMITTEES

Last modified: 10 June 2021

The BCITFSA (the FSA) and its members hold rights in the hiring of FSA members in your Departments. These rights are primarily covered under [Collective Agreement](#) Article 5. *FSA rights on hiring managers at BCIT are covered in a [separate guide](#).*

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

In addition to this guide we encourage all members to review the [Collective Agreement](#) and also 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 to the Union

Notice to the union for FSA positions is provided by email to [fsa@bcit.ca](mailto:fsa@bcit.ca) by the Associate Dean/Director or related manager. All Department members should also be notified by email of the need to form a selection committee.

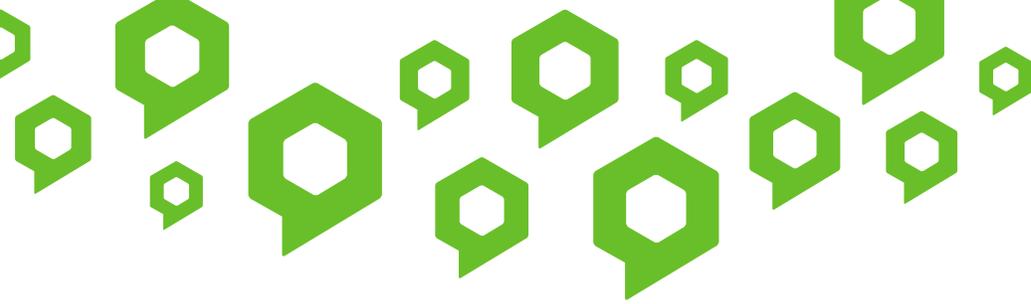
As per [Article 5.2.3.1](#), the committee “shall be struck within ten (10) working days of notice or information that a vacancy will occur”.

Members interested in joining the committee should reply directly to the notification. Serving on a Departmental Selection Committee is a right and also an opportunity to participate in selecting colleagues with whom you will work closely.

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## When Serving on a 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.
- Complete the training resource on Unconscious Bias available in the BCIT Employee Learning Hub.
- Reach out to the BCIT Human Resources recruiting team if you have questions about best practices for hiring.



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## 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.

*Did you know? Departmental selection committees can also appoint non-voting members for additional expertise - say if you're a service Department and want to include a Department you serve.*

## 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.

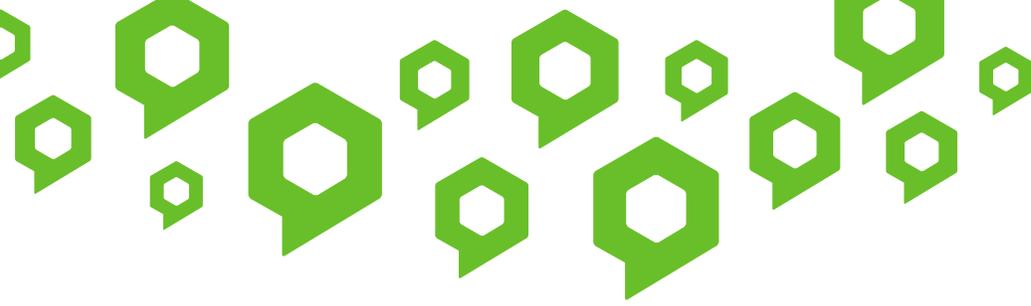
## Chairing the Committee

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 numbers 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.

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## Committee Duties

Participating on an FSA 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 essential, and objective processes for weighing and comparing applications will go a long way to ensuring fair selections decision-making and in assisting committee members on how they would defend a decision.

By negotiating the right to participate in the hiring of BCIT employees the FSA has give members a stake in ensuring the appointed candidate will contribute to the success of our Departments across the Schools/ Divisions at BCIT. 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 it 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.*

## **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.