
Recruitment of Non-Canadians Policy

Department Policy Number

020 009

Effective Date

Revised January 2003

Purpose

This policy outlines the process for recruiting foreign academics and applies to individuals hired by the University under employment (permanent or term) or non-employment (contract for service) arrangements.

Definitions

HRDC	Human Resources Development Canada
VPA	Vice-President, Academic or designate
CIC	Citizenship and Immigration Canada

Policy

- 1.0 Policy
 - 1.1 Foreign recruitment will generally be restricted to academic positions because there is not normally a "justifiable shortage of Canadians" in the professional, administrative or support categories.
 - 1.2 Qualified Canadians and permanent residents are given first priority for appointment to academic positions. If no qualified Canadians and permanent residents are available, HRDC will consider proposals to appoint foreign academics.
 - 1.3 Each foreign recruitment case is unique. Policy and procedures are subject to change; exemptions to all or part of the process may occur depending upon the case.
 - 1.4 Human Resources must be consulted in each and every case, will provide guidance and advice, and will be the main contact with HRDC.



2.0 Roles and Responsibilities

2.1 The selection committee, along with Human Resources will ensure:

- 2.1.1 advertisements for the position(s) have provided broad exposure of the vacancy to Canadians and permanent residents who may be potential candidates and that position(s) have been advertised for a reasonable time (normally, a one month period);
- 2.1.2 advertisements appear in publications such as University Affairs, CAUT Bulletin, appropriate academic journals and national publications;
- 2.1.3 advertisements include the statement "All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority."
- 2.1.4 all Canadians and permanent residents who meet the advertised requirements of the position are invited to participate in the selection process, i.e. interviews, tests, etc;
- 2.1.5 qualified Canadian citizens and permanent residents will be offered the position before it is offered to a foreign candidate;
- 2.1.6 thorough and accurate documentation is kept regarding the recruitment process.

3.0 Selection of a Foreign Candidate

- 3.1 If a foreign candidate is selected, Human Resources will request permission from HRDC to make an offer of employment to the candidate. Human Resources will complete and forward the necessary application forms, certified by the VPA, to HRDC for consideration.
- 3.2 Human Resources will proceed with a written offer of employment to the successful candidate, subject to fulfillment of immigration requirements.
- 3.3 If the decision is positive, HRDC issues an employment confirmation to Human Resources and copies the appropriate CIC Mission Abroad. Human Resources will forward a copy of this employment confirmation to the candidate.

4.0 Entry into Canada

- 4.1 It is the responsibility of the candidate to apply to CIC at the appropriate Mission Abroad for a temporary work permit. While a work permit may be approved at a Mission Abroad, the actual document will be issued at the port of entry where the candidate actually comes into Canada.



- 4.2 Foreign workers are required to apply for permanent resident status while they are in Canada on their temporary work permit (normally granted for a two-year period). Once permanent resident status is received, they must provide copies of the official documents to Human Resources. In the event that they are unsuccessful in obtaining permanent resident status within the two-year time frame, Human Resources will contact HRDC on their behalf to apply for an extension to the temporary work permit.

Regulation

Procedure

Approved By

President, August 5, 2003
Amended Date/Motion No. Reformatted July 2006

Related References, Policies and Procedures

[020 001 Academic/Professional Staff-Hiring Guidelines Policy](#)

[150 007 Employment Equity Policy Statement](#)

Human Resources Development Canada - Facts for Canadian Employers

Applicable Legislation/Regulation

[Post-Secondary Learning Act](#)

[AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)

[Freedom of Information and Protection of Privacy Act](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources. For further information, please contact the Human Resources Advisor or the Employment Services Advisor. Contact information is available on the Human Resources web-site at: <http://intra.athabascau.ca/hr/dept.htm>.

Keywords