
Tutor Hiring Guidelines Policy

Department Policy Number

200 005

Effective Date

February 1, 2004

Purpose

These guidelines are intended to supplement the Assignment of Work procedures set out in Article 7 of the Board/CUPE Agreement. They should be interpreted neither rigidly nor loosely but in a spirit of thoroughness, equability and professionalism. It is the duty of every participant in university appointment procedures to ensure that appointment decisions are made fairly and rationally, and that the provision of these guidelines, Collective Agreement and legislation are fully observed, both in letter and in spirit.

Definitions

Agreement	Collective Agreement between the Governors of Athabasca University (the Board) and Canadian Union of Public Employees, Local 3911 (CUPE).
Articles	Referenced from the Collective Agreement.
Tutor	where not otherwise defined, "Tutor" includes: individualized study tutors, academic experts, markers, lab instructors, group study and study circle instructors.

Policy

The following procedures will normally be observed in the recruitment process for Tutors. It is the responsibility of the Coordinator, Learning Services – Tutorial and the Coordinator, Learning Services - Outreach to ensure that these procedures are followed in conjunction with the Board/CUPE Collective Agreement.

Procedures

1.0 Requests and Initial Recruitment

November 21, 2017



- 1.1 Learning Services working in conjunction with the Academic Course Coordinator will determine that a Tutor is required.
- 1.2 Learning Services provides information on eligible Tutors to the Academic Course Coordinator. The eligibility of a Tutor is determined in accordance with Articles 7.02 – 7.04 of the agreement.
- 1.3 Appointments may be made at this stage according to the terms of the Board/CUPE Collective Agreement. If it is determined a Tutor is not available (e.g. new course, current Tutors do not want work or are already at maximum allowable workload) then Learning Services proceeds to the procedures for Internal Postings (see 2.0 below).

2.0 Internal Postings

- 2.1 Learning Services drafts recruitment posting outlining the course title, course specific bona fide qualifications and dates required if applicable. Information on qualifications is obtained from the Academic Course Coordinator.
- 2.2 Academic Course Coordinator approves the contents of the draft posting.
- 2.3 Learning Services posts the work in accordance with Article 7 of the Board/CUPE Collective Agreement by electronic e-mail to “allstaff” and by electronic posting on AU’s web page.

3.0 Applications

- 3.1 All applications must be submitted in writing and must be received on or before the deadline date. Applications may be submitted via e-mail, post, courier and fax.

Late applications will only be considered by the unanimous agreement of the selection committee.

- 3.2 All applicant names and the date application was received will be logged on the competition file.

4.0 Selection Committee

- 4.1 The selection committee, if required, will be comprised, at a minimum, of the Coordinator, Learning Services - Tutorial or Coordinator, Learning Services – Outreach and the Academic Course Coordinator.

5.0 Short listing

- 5.1 All members of the selection committee should review the competition file independently and prepare recommendations for the shortlist.



- 5.2 The selection committee will meet to select qualified candidates for final short list, if applicable, to interview.
- 5.3 The selection committee will document the short list decision for inclusion in the competition file.

6.0 Referencing

- 6.1 Reference checking is central to any effective recruitment process. In most cases the Chair of the selection committee conducts reference checking after the interview.
- 6.2 While verbal referencing is acceptable to expedite the recruitment process, all referees should be requested to follow up with a formal written letter of reference. Additional information, both written and oral as appropriate, shall be solicited at the discretion of and by means determined by the committee. Permission from the candidate must be received prior to soliciting references and other information.

7.0 Interviews

- 7.1 If interviews are required, Learning Services and Academic Course Coordinator will establish interview schedule.
- 7.2 Coordinator, Learning Services - Tutorial or Coordinator, Learning Services – Outreach and Academic Course Coordinator, with others where appropriate, will conduct interviews.

8.0 Appointment

- 8.1 Learning Services or Academic Course Coordinator contacts successful candidate to offer work.
- 8.2 Learning Services or Academic Course Coordinator “regrets” all unsuccessful interviewed candidates.
- 8.3 Internal applicants (employees under the CUPE agreement) who were not interviewed will be informed in writing of the competition outcome.
- 8.4 Learning Services processes the official work assignment. Applicable employment forms and other information are distributed to new employees.
- 8.5 The resume of successful candidate and the signed work assignment are placed in the employee’s personnel file that is maintained by Learning Services – Tutorial.

9.0 Competition File

- 9.1 Learning Services maintains a competition file for each recruitment.



- 9.2 Each competition file will include a copy of the internal posting (and external ad, where appropriate) and all applications received.

A log recording the competition closing date, date applications received and other pertinent information will be retained in the file.

- 9.3 Learning Services retains the file for a minimum of three years after the competition closes.

10.0 External Recruitment

- 10.1 If the work is not awarded from the Internal Posting, Learning Services will proceed with external recruitment strategies to identify potential applicants that may include consulting with other post-secondary institutions, placing an ad in a newspaper(s) or other appropriate methods.

- 10.2 In cases where external recruitment proceeds, Learning Services will:

Modify posting to include immigration and equity clauses.

Delete the reference to article 7 of the Board/CUPE Collective Agreement.

Set new competition closing date.

- 10.3 Learning Services will circulate posting to post-secondary institutions as the first stage of external recruitment.

- 10.4 If the first stage of external recruitment is unsuccessful, Learning Services will proceed to newspaper(s) ad after consultation with academic centre.

Learning Services retains responsibility for the external recruitment in accordance with the usual practices, procedures and policies which include items 3 through 8 listed above, however, Human Resource personnel will be available to assist in steps 10.2 – 10.4 and general external recruitment procedures as required.

Regulation

Procedure

Approved By

President, March 1, 2004

Amended Date/Motion No.

Related References, Policies and Procedures



Applicable Legislation/Regulation

[The Governors of Athabasca University/CUPE Collective Agreement](#)
[The Human Rights, Citizenship and Multiculturalism Act](#)
[The Canadian Charter of Rights](#)

Responsible Position/Department

This policy is maintained and administered by Learning Services – Tutorial. For further information, please contact the Coordinator, Learning Services – Tutorial.

Keywords