



Work Experience Policy and Procedure

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1 PURPOSE

- 1.1 This policy and procedure aims to ensure that each staff member at the Canadian National Institute of Business ('CNIB') involved in the delivery of, and support for, the Institute's courses is competent for the functions they perform.

2 SCOPE

- 2.1 This policy and procedure applies to all CNIB staff, both academic and administrative; to all permanent, casual and contract (sessional) staff; and to all staff involved in the recruitment and appointment process.

3 POLICY STATEMENT

- 3.1 CNIB is an equal opportunity employer and makes employment decisions without regard to race, colour, religion, gender, sexual orientation, national origin, citizenship, age or disability. Opportunity for employment depends solely on qualifications, experience and competency to undertake the position.

4 PROCEDURES

Authority to Recruit

- 4.1 A decision to recruit a position within CNIB's organisational structure must be approved by Senior Education Administrator.

Advertising and Interview

- 4.2 Once a position has been approved for recruitment the following merit selection process is utilised:
- 4.2.1 The Director authorises that recruitment for the identified position commence;
 - 4.2.2 The position description is reviewed revised where necessary or, in the case of a new position, a new position description is developed;
 - 4.2.3 The position is advertised (either externally, internally or both), advising the necessary skills, experience and qualifications required;
 - 4.2.4 After the closing date all applications are considered against the selection criteria of the position;



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- 4.2.5 If the position is for instructors, an eligibility list is created by the SEA, and instructors staff are engaged from the eligibility list by the SEA in consultation with the Director;
- 4.2.6 For all other positions, selected applicants are contacted for interview;
- 4.2.7 Interview panels will consist of at least two (2) staff members from CNIB. Additional staff members or external persons may be invited to be part of the interview panel as required;
- 4.2.8 Where the interview is for an academic staff position, an appropriate staff member will be included in the interview panel;
- 4.2.9 All interviewees will be asked the same set of core questions;
- 4.2.10 After all interviews are completed, panel members will confer and list the applicants in order of preference based on the criteria for the position;
- 4.2.11 The preferred applicants' qualifications are verified by the relevant manager or delegate (as described below in **Credentials**);
- 4.2.12 At least two (2) reference checks of preferred applicants are conducted by the relevant manager or delegate (as described below in **Verification**);
- 4.2.13 The preferred applicant's right to work in Canada is verified (as described in **Verification**);
- 4.2.14 Based on the results of the verification of qualifications, reference checks and confirming the individual's right to work in Canada, the panel will select the successful applicant;
- 4.2.15 The successful applicant's appointment will be approved by the relevant authority (refer **Approval for Appointment**);
- 4.2.16 The successful applicant is notified and the formal engagement/induction process commences (refer **Engagement and Induction**);
- 4.2.17 Unsuccessful applicants are notified within seven (7) days of acceptance of the position by the successful applicant; and
- 4.2.18 Post-interview feedback is offered to all unsuccessful applicants. Feedback will be factual and relevant to the qualifications, experience and competency of the applicant. Personal remarks are to be avoided.

Qualifications and Experience of Academic Staff

General Eligibility Criteria

- 4.3 To be eligible for appointment to a teaching position with CNIB, academic staff should have the following:

Minimum Instructor Qualifications:

An instructor of a vocational or practical course must have:

- 4.4 A certificate, diploma or post-secondary degree relevant to the subject matter and two years of full time work experience in a career occupation relevant to the subject matter of the course, or
- 4.5 10 years of full time work experience in a career occupation relevant to the subject matter of the course.



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An instructor of a language course, other than an Indigenous language course must have:

- 4.5.1 A post-secondary degree in language instruction, or
 - 4.5.2 A certificate or diploma in language instruction and two years of full time work experience teaching a language, or
 - 4.5.3 10 years of full time work experience teaching a language, or
 - 4.5.4 A certificate or diploma in language instruction and a post-secondary degree.
- 4.6 **The instructor of an academic course, other than a language course or an Indigenous culture course, must have**
- 4.6.1 a relevant post-secondary degree in the subject area.
 - 4.6.2 For programs leading to employment in a regulated career, where the regulator stipulates minimum instructor qualifications, the PTA instructor standards do not apply. Instead, instructors – including substitute instructors – must meet the standards set by the regulator.
 - 4.6.3 Institutions may use substitute instructors who do not meet the instructor standards – as long as they provide no more than 10% of the instruction hours for the program.

Instructor records

- 4.7 Institutions must keep a record for each instructor that includes evidence the instructor meets the required qualifications. At designated/interim designated institutions, the instructor record must also include a copy of each performance evaluation. The institution must keep instructor records for two years after an instructor leaves the institution.

Equivalence of Professional Experience to Academic Qualifications

- 4.8 For determining equivalence please refer to the *Equivalence Policy and Procedure*.

Verification

Verification of Qualifications

- 4.9 The qualifications claimed by an applicant must be verified for authenticity to determine whether they have been issued by a genuine institution and whether they were issued to the applicant.
- 4.10 The qualifications must be presented in the form of the original testamurs and transcripts issued or copies verified by the issuing authority.
- 4.11 Originals of qualifications claimed will be sighted and a copy of the document notated as follows:
“Original sighted” < Date> <Signed>
- 4.12 The certified copy of each qualification claimed will be maintained on the staff member’s personnel e-file.
- 4.13 Where there is any doubt about the bona fides of a claimed qualification, the issuing institution will be contacted for verification.
- 4.14 Overseas qualifications are verified for an Canada equivalence.

Verification of Experience



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- 4.15 Reference checks are conducted prior to the appointment of staff. The *Reference checking template for hiring new employees* is a useful guide for such checks.
- 4.16 Applicants must list their higher education teaching and/or professional experience on a current *résumé/curriculum vitae* (CV), as well as details of at least three (3) referees who can verify that experience.
- 4.17 The referees should be confirmed with the applicant at the time of interview or permission sought from the applicant before contacting the referees. At least one (1) referee must have worked with the applicant in a supervisory capacity within the past five (5) years and be able to comment on the applicant's professional expertise. References from relatives or friends are not acceptable.
- 4.18 Information gathered during reference checks is confidential and can only be used for the purpose for which it was collected. The privacy of the applicant must be maintained at all times.
- 4.19 Information gathered must be specifically relevant to the qualifications, experience and competency of the applicant. Generalisations about the applicant's attendance, honesty, or subjective information about the applicant's suitability for the job are to be avoided.
- 4.20 Reference checks can be written verification from the referee or may be conducted verbally. In the case of a verbal verification, notes will be taken and signed off by the interviewer, who will record the time and date of the interview. Written testimonials and/or notes will be kept with the applicant's/staff member's personnel file.
- 4.21 Where the checking of references for teaching staff is impractical or inconclusive, the Dean may observe classes conducted by the applicant during the probationary period, should the appointment proceed.

The Right to Work in Canada

- 4.22 In order for CNIB to make an offer of employment, the prospective employee must have the right to work in Canada citizens automatically have the right to work in Canada, as well as Canada Permanent Residents. Everyone else is required to hold a current visa with work rights in order to gain employment in Canada.
- 4.23 It is illegal for CNIB to employ or pay a staff member who does not have the right to work in Canada.

Evidence of the Right to Work in Canada

- 4.24 The following documents are accepted as proof of the right to work in Canada:
- Canada birth certificate.
 - Certificate of Canada citizenship.
 - Canada valid current passport.
 - Evidence of permanent resident status.
- 4.25 Where the document does not contain photo ID, the prospective employee will also be required to provide documentation containing a photo ID in order to verify their identity. Acceptable photo ID may be a valid and current driver's licence or student identification card from another recognised educational institution.



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Approval for Appointment

Academic Staff

- 4.26 The SEA will approve the appointment of all teaching staff prior to their engagement.
- 4.27 Any academic staff member involved in a leadership role (that is, Dean, Discipline Head) will be approved by the Academic Board or their delegate prior to that staff member being engaged.

Managerial, Administrative and Support Staff

- 4.28 The Directors will appoint the SEA.
- 4.29 SEA will approve the appointment of staff in their area of responsibility.

Engagement

- 4.30 Once an appointment has been approved by the appropriate authority, engagement is confirmed by issuing a *Letter of Offer* or *Service Contract*, depending on whether the successful applicant is being engaged as an employee or contractor, respectively.
- 4.31 It is usual that any employment agreement will have a probation (qualifying) period in accordance with the federal labour standards of three (3) months or ninety (90) days, during which time employment can be terminated at will by either party by providing the appropriate notice stipulated in the *Letter of Offer* or *Service Contract*.
- 4.32 All employment arrangements will be in accordance with the *individual's employment contract*.

Induction and Professional Development

- 4.33 Each new staff member will be properly inducted upon commencement of their employment. The staff member will be provided with access to all relevant materials at the beginning of their induction session, including the *Staff Handbook* and policies and procedures, which are explained to the new staff member.
- 4.34 The induction session will include information about the staff member's role within CNIB, the quality management framework, staff responsibilities for safety and access and equity, conditions of engagement, and organisational and statutory regulations and legislation that affect their work.
- 4.35 Opportunities for professional development will also be identified during the induction session.
- 4.36 IECP mandates annual professional development for faculty. CNIB will ensure that professional development workshops for faculty members each year.
- 4.37 A *Staff Induction Checklist* is filled out by the Inductor, signed by the Inductor and Inductee and placed on the staff member's personnel file.
- 4.38 Following the induction session, all permanent staff members will be allocated a mentor who can be approached for support at any time during their probation period.

Record Keeping



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- 4.39 All records, including the application (with interview notes), verified qualifications, CV/résumé, reference checks, evidence of the right to work and *Staff Induction Checklist* are maintained in confidence on the staff member's personnel file.

Grievances and Disputes

- 4.40 It is the policy of CNIB to address and resolve issues or concerns at the earliest opportunity. If an applicant, staff member or other party wishes to lodge a grievance or complaint, they may either report the matter to the appropriate Manager, or avail themselves of the grievance process as outlined in the *Staff Grievance Policy and Procedure*.
- 4.41 EQA requires keeping instructor performance records for at least 2 years after employment ends. CNIB will retain instructor records (including evaluations) for a minimum of 2 years after employment has ceased.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the CNIB glossary.

6 RELATED DOCUMENTS

Documents

Academic Promotion Policy and Procedure
Letter of Offer
Service Contract
Staff Handbook
Staff Induction Checklist
Staff Performance Monitoring Policy and Procedure
Staff Grievance Policy and Procedure

7 FEEDBACK

- 7.1 CNIB staff and students may provide feedback about this document by emailing compliance@cnibbc.ca

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Senior Education Administrator
Administrator	Campus Administrator