



**Victoria University Students' Administrative Council
Equitable Hiring Policy
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Chapter I: Mandate of the Equitable Hiring Policy	2
Chapter II: Policies on Internal VUSAC Hiring	3
Chapter III: Policies for Assessor Hiring	4
Chapter IV: Policies on Appointment	5
Chapter V: Policies on Hiring Committees	6

Chapter I: Mandate of the Equitable Hiring Policy

- 1) The Equitable Hiring Policy shall ensure that all hiring is done as equitably as possible for the Victoria University Students' Administrative Council (VUSAC)'s internal, assessor, and other adjacent positions
- 2) The Equitable Hiring Policy shall serve as a complimentary document under the Constitution and Council Policies.

Chapter II: Policies on Internal VUSAC Hiring

- 1) Applications for all internal VUSAC staff and co-chair positions shall be open for a minimum of three (3) weeks.
- 2) Hiring committees for staff positions shall be chaired by the Vice-President Internal. Hiring committees for co-chair positions shall be chaired by the appropriate commissioner, with the assistance of the Vice-President Internal.
- 3) Applications for VUSAC commissions (executive and general members) and committees must be open for a minimum of two (2) weeks
 - a) This includes, but is not limited to:
 - i) Academic Commission
 - ii) Arts and Culture Commission
 - iii) Commuter Commission (Victoria Off-Campus Association)
 - iv) Equity Commission
 - v) Mental Wellness Commission
 - vi) Sustainability Commission
 - vii) Highball Committee
- 4) All hiring postings must be approved by at least two members of the VUSAC executive.
- 5) Should the resignation of a hired staff member occur, the Vice-President Internal in conjunction with the President, must call a meeting of the hiring committee to review previously considered applications.
 - a) Should it be decided by the hiring committee that no previously considered candidate can fulfill the needs of the positions, hiring must be reopened in accordance with the policies in this document.
 - i) The following exception to the policy shall be made in this case: applications for internal positions shall be open for a minimum of two (2) weeks, and applications for commissions and committees shall be open for a minimum for one (1) week.
- 6) Should the resignation of a hired co-chair occur, the chair of that position's hiring committee, in conjunction with the Vice-President Internal, must call a meeting of the hiring committee to review previously considered applications.
- 7) All staff members and co-chairs must be ratified at the first VUSAC meeting following the completion of the hiring process.

Chapter III: Policies for Assessor Hiring

- 1) The following positions shall be considered assessor to VUSAC
 - a) Orientation Co-Chair
 - b) Graduation Banquet Committee Chair
 - c) The Cat's Eye Co-Managers
 - d) Caffeinds Co-Managers
 - e) Student Projects Chair
 - f) The World University Service of Canada President(s)
 - g) Victoria College Drama Society Co-Producers
 - h) Acta Victoriana Co-Editors-in-Chief
 - i) VicPride! President
 - j) The Strand Editor(s)-in-Chief
 - k) Victoria College Athletic Association President(s)
 - l) Victoria International Students' Association President(s)
 - m) VicXposure President(s)
- 2) All levy elections and hiring shall be completed in coordination with the Vice-President Student Organizations
- 3) The following levy head positions shall be determined by open elections:
 - a) Victoria College Drama Society Co-Producers
 - b) Victoria College Athletic Association President(s)
 - c) VicXposure President(s)
- 4) The following levy head positions shall be determined by internal elections:
 - a) The Strand Editor(s)-in-Chief
 - b) VicPride! President
- 5) The following levy head positions shall be determined through open hiring:
 - a) The Cat's Eye Co-Managers
 - b) Caffeinds Co-Managers
 - c) Student Projects Chairperson
- 6) The following levy head positions shall be determined through internal hiring:
 - a) Acta-Victoriana Editor(s)-in-Chief
- 7) The following positions are hired externally to VUSAC, but still operate as assessor members:
 - a) Orientation Co-Chair
 - b) Graduation Banquet Chair
 - c) World University Service of Canada
- 8) Applications for hired assessor positions must be open for a minimum of three (3) weeks
- 9) Once a new assessor member has been hired or elected, the outgoing individual in that position must ratify the incoming assessor member at the next VUSAC meeting and explain the hiring process for that position.

Chapter IV: Policies on Appointment

- 1) Members of VUSAC who are unable to complete their duties as a member of a particular hiring committee must appoint an appropriate representative in their place.
 - a) A commissioner must appoint their co-chair, when applicable
 - i) In the case that neither the commissioner or co-chair is available, a councillor who sits on that portfolio must be appointed
 - ii) If no councillor is available, the commissioner may appoint a member of their commission or another member of VUSAC who must operate with commissioner's position in mind
 - b) A member of the executive may appoint a member of VUSAC who they believe will be best suited for the hiring committee in question
- 2) Should any position on VUSAC proper or any governing body seats remain unfilled following the fall elections, the VUSAC executive may choose to appoint someone to this role.
 - a) In the case that a voting position on VUSAC is unfilled, the appointee must currently be a voting member on VUSAC.
 - b) In the case of the resignation of a staff member, see Chapter II, Section 5.

Chapter V: Policies on Hiring Committees

- 1) The hiring committees for various positions can be found below:
 - a) VUSAC Internal Staff Hiring
 - i) Vice-President Internal, who shall act as chair
 - ii) President
 - iii) The outgoing staff member for the respective position
 - iv) Equity Commissioner
 - v) One commuter student
 - vi) One residence student
 - b) VUSAC Internal Co-Chair Hiring
 - i) The respective commissioner, who shall act as chair
 - ii) Vice-President Internal
 - iii) President
 - iv) The outgoing co-chair or commissioner for the respective position
 - v) Equity Commissioner
 - c) VUSAC Commissions
 - i) The respective commissioner, who shall act as chair
 - ii) The respective co-chair
 - iii) Vice-President Internal
 - iv) One councillor for the portfolio in question, if time frame allows
 - d) Highball Committee
 - i) Scarlet and Gold Commissioner, who shall act as chair
 - ii) Vice-President Internal
 - iii) A councillor who is not assigned to the Scarlet and Gold portfolio, selected at the discretion of the Scarlet and Gold Commissioner
 - iv) Equity representative
 - e) Graduation Banquet Chair Selection Committee
 - i) Assistant Dean, International and Upper Year Students, who shall serve as chair
 - ii) Academic Commissioner
 - iii) One councillor from the Academic portfolio
 - iv) Equity Commissioner
 - v) Commuter Commissioner
 - vi) Scarlet and Gold Commissioner
 - vii) Vice-President External
 - viii) Two graduating students
 - f) Orientation Co-Chair
 - i) Campus Life Coordinator, who shall serve as chair
 - ii) President
 - iii) Vice-President Internal
 - iv) Equity Commissioner
 - v) One commuter student, who has never been an Orientation Executive but has been involved with Orientation as a Leader or Transition Mentor

- vi) One residence student, who has never been an Orientation Executive but has been involved with Orientation as a Leader or Transition Mentor
- g) Orientation Executive Selection Committee
 - i) Orientation Co-Chair, who shall act as chair
 - ii) Campus Life Coordinator
 - iii) President
 - iv) Vice President Internal
 - v) Commuter Commissioner
 - vi) Equity Commissioner
- h) The Cat's Eye Co-Manager Selection Committee
 - i) Vice-President Student Organizations, who shall act as chair
 - ii) The outgoing senior co-manager
 - iii) The incoming senior co-manager
 - iv) President
 - v) Two current members of the Cat's Eye subcommittee, appointed by the current co-managers
 - (1) It is the responsibility of the selected subcommittee members, the current co-managers, and the Vice-President Student Organizations to ensure that the selected subcommittee members are as unbiased as possible.
 - vi) One councillor, appointed by the Vice-President Internal
 - vii) Campus Life Coordinator
 - viii) A representative from Physical Plant Services
 - ix) A representative from Food Services
- i) Caffiends Co-Manager Selection Committee
 - i) Vice-President Student Organizations, who shall act as chair
 - ii) The outgoing senior co-manager
 - iii) The incoming senior co-manager
 - iv) Two current members of the Caffiends volunteer team
 - (1) It is the responsibility of the selected volunteers, the current co-managers, and the Vice-President Student Organizations to ensure that the selected volunteers are as unbiased as possible.
- j) Student Projects
 - i) Outgoing Chair
 - ii) VUSAC President
 - iii) Dean's Office Representative
- k) Acta Victoriana
- l) The Bob Director Selection Committee
 - i) Outgoing Arts and Culture Commissioner, who shall act as a co-chair
 - ii) Incoming Arts and Culture Commissioner, who shall act as a co-chair
 - iii) The outgoing Bob Directors
 - iv) The outgoing Bob Producer
 - v) A past member of the Bob technical team
 - vi) The incoming Vice-President Internal

- m) The Bob Producer Selection Committee
 - i) Arts and Culture Commissioner
 - ii) The Bob Directors
 - iii) Vice-President Internal

- 2) All members on hiring committees must act in the best interest of their position, and are responsible for ensuring that anyone they appoint in their place acts with the same interests in mind.

- 3) Any member of a hiring committee must declare any bias they may possess in relation to any person or group applying for the position. Should the VUSAC executive, in conjunction with the member in question, decide that the bias should prohibit them from sitting on the committee, the VUSAC executive along with the member who has been dismissed must find another person to act in the best interest of the position (see Chapter IV for policies on appointment).

- 4) Where possible, all hiring must use redactive hiring. The VUSAC executive are responsible for redacting this information, or appointing someone to do so on their behalf, should they all be involved in the hiring process in the following ways:
 - a) A member of the hiring committee
 - b) Applying for the position in question
 - c) Biased in any way in relation to the process or position in question

- 5) At least fifty (50) percent of a hiring panel must be present for a candidate's interview to take place.

- 6) Members of a hiring committee must, to the fullest extent of their abilities, keep their status as a member of said hiring committee confidential.

- 7) Hiring committees which require a commuter or residence student must make all reasonable attempts to ensure that students selected are without bias for the position in question, at the discretion of the committee's chair, and when necessary, the appropriate member of the VUSAC executive.