

SPOUSAL HIRING POLICY

At Huron University College (Huron) we strive to attract, recruit and retain the best and brightest faculty and staff to support the achievement our mission to provide a university education of the highest standards through our undergraduate degree programs in the Arts, Social Sciences, and Theology, as well as in Theology's graduate and professional degree programs.

To that end, it is important for Huron to be an inclusive, equitable and supportive employer. Huron recognizes that the separation of families can affect its ability to attract, recruit and retain employees in an increasingly competitive global market. As such, the institution may consider offering spouses of newly hired or current employees, employment at Huron.

The following general guidelines have been developed to assist Departments and allow Huron to address spousal hiring requests. While these guidelines will govern most decisions around spousal appointments, there may be unique situations that require considerations outside of them.

This policy applies to all employees of Huron University College. For the purposes of this policy "spouse" will be understood as meaning either of two persons who:

- (a) are married to each other, or
- (b) are not married to each other and are living together in a conjugal relationship, (i) continuously for a period of not less than three years, or (ii) in a relationship of some permanence, if they are the parents of a child.

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1. Spousal appointments shall be considered at the request of the prospective, newly hired or current employee of Huron University College. Individuals who wish for a spousal appointment for their spouse to be considered shall make their request to the head of their academic or non-academic unit and the Director, Human Resources. The Huron University College administration may also initiate a spousal hiring request.

Once the request has been made as above, any discussions or communication regarding the matter shall occur directly with the spouse wishing employment with Huron. The prospective, newly hired or current employee shall not be involved in any discussions or negotiations related the appointment of their spouse.

2. Spousal appointments may be considered by Huron for both academic and non-academic employees and prospective employees.
3. Spousal appointments may include tenure-stream positions, contract academic staff positions, and non-academic positions. It is understood, and accepted that Huron has the ability to offer such appointments including when there has not been an advertisement or an open competition.
4. Final authority to approve or refuse a spousal appointment rests with the Principal of Huron University College under their delegated authority to appoint, except in the case of tenure-stream appointments for which regular funding does not already exist in the operating budget,

in which case final authority rests with the Executive Board upon recommendation from the Dean and Principal.

5. Spousal appointments must meet the needs of the institution.
6. Spousal appointees must meet Huron's hiring standards, such that were the spouse to apply to the position in an open competition, they would be deemed a suitable and strong candidate based on the requirements and qualifications of the position.
7. In the case of a spousal academic appointment to a non-tenure stream contract position, the Principal shall consult the relevant Dean and (when applicable) Chair about the suitability of the candidate and the needs of the program/department/faculty.
8. In the case of a spousal academic appointment to a tenure-stream position, the Principal shall consult the relevant Dean and tenure-stream faculty of the affected department/program (or faculty in the case of the Faculty of Theology) about the suitability of the candidate and the needs of the department/program/faculty.

The tenure-stream members of the department/program/faculty shall have the opportunity to consider the prospective spousal appointee's application materials, to include:

- Curriculum Vitae, and letter of application;
- three letters of reference;
- a statement of research, copies of all their publications and;
- a teaching dossier including a statement of teaching philosophy.

The tenure-stream members of the department/program/faculty or the relevant Dean may also require the prospective appointee to undergo an interview process, which shall be in the same format as non-spousal tenure-stream interview processes.

In the Faculty of Arts and Social Sciences, after the tenure-stream members of the department/program have reviewed the prospective spousal appointee's candidacy, they shall make a recommendation in writing to the Dean, Faculty of Arts and Social Sciences who shall then make their own recommendation in writing to the Principal, forwarding the recommendation from the department/program.

In the Faculty of Theology, after the tenure-stream members have reviewed the prospective spousal appointee's candidacy, the Dean of Theology shall make a recommendation in writing to the Principal, forwarding the letter to members of the de facto hiring committee.

9. During an ongoing hiring process, the Principal or relevant Dean may request that a spousal candidate be added to the shortlist for an academic position. The search committee shall have the authority to accept or refuse such requests. Refusal of a request must not be arbitrary; the committee must demonstrate that the spousal candidate does not meet the qualifications and requirements of the position.
10. No spousal appointment shall be made with tenure.

11. In cases of a non-academic spousal appointment, the Director, Human Resources shall review the spouse's curriculum vitae to determine suitability for any vacant, or soon to be vacant positions at Huron. If it is determined that the spouse's qualifications meet the requirements of the position, the Director, Human Resources will consult with the hiring Manager to discuss the potential for a spousal appointment. The Director, Human Resources and hiring Manager shall meet with the spousal candidate and from there make a recommendation to the Principal for appointment.
12. A prospective, newly hired or current employee requesting a spousal appointment shall be deemed to be in a conflict of interest (as defined in the Conflicts of Interest Policy) and shall be recused from the decision-making process regarding the appointment of their spouse.
13. An employee reporting to their spouse would create a conflict of interest as defined in the Conflicts of Interest Policy; accordingly, no spousal appointee shall report to their spouse or vice versa.
14. A spousal appointment may not violate the rights of another employee as defined in the Agreements between Huron and the Huron University College Faculty Association or the Ontario Public Services Employees Union related to teaching contracts offered to a current faculty member, or the posting of vacancies available to current staff.
15. Once appointed, spousal appointees will be treated as any other employee and will accordingly be subject to the same standards and processes as their colleagues in comparable positions.

Approved:
Academic Council on December 14, 2018
Executive Board on February 28, 2019