

Courses or equivalent university courses in religious studies.

- 3.5 School-based positions of responsibility will be posted internally to candidates from the school and/or Board. Catholic Education Centre based positions of responsibility will be posted internally to candidates from the school board. Positions will be posted externally should there be no suitable applicants deemed qualified from the internal postings.
- 3.6 If a position is posted externally, every effort will be made to advertise position vacancies in ethnic and alternative media to promote applications from diverse candidates. Advertisements should include a statement on the accommodation process and instructions for accessing those accommodations. Advertisements should also contain a statement developed by the Superintendent of Human Resources and reviewed periodically in
- 3.7 It is understood by all school level teaching personnel that positions of academic responsibility within the York Catholic District School Board require a significant degree of participation in the religious life of the school community. Liturgical celebrations for students and staff; liaison with pastors and families for sacramental preparation programs; and all guidance and counselling services, require incumbents whose lives exemplify the philosophy of Catholic education.
- 3.8 All hiring shall preserve our Separate School Rights in accordance with section 19 (1) of the Education Act, 1990 construed to adversely affect any right or privilege respecting separate schools enjoyed by separate school boards or their supporters under the Constitution Act, 1867 and the Education Act. R.S.O. 1990, c. H.19, s. 19 (1).
- 3.9 Selection will be based on demonstrated ability, skill, attitude, as well as demonstrated record of promoting Catholic education. These competencies will be outlined in the position description. When two (2) or more candidates have been determined by the interview ~~hiring~~ panel to be relatively equal in accordance with the above criteria, and any others as determined by the interview panel, the panel will select the candidate who self-identifies as a member of a historically under-represented group. All candidates will be provided with a means of self-identification as part of the hiring process. The self-identification process will be devised by the Superintendent of Human Resources and International Education and the Human Rights and Equity Advisor. Candidates will submit their self-identification to the Superintendent of Human Resources and International Education who will inform the interview panel as deemed necessary.
- 3.10 All staff participating in the selection process have an obligation to disclose any real or perceived conflict of interest resulting from a relationship with a candidate prior to participating in the screening or s creening of Interest Policy 423. A relationship is defined as any relationship of the staff member to applicants or their immediate family, whether related by blood, adoption, marriage, or common-law relationship and/or any relationship of an intimate and/or financial nature during the preceding five (5) years, and/or any other past or present relationship that may give rise to a reasonable apprehension of bias, including a friend or individual where nepotism may exist or be perceived to exist. All participants in the selection process will be required to sign a Confidentiality and Conflict of Interest attestation which will form part of the documentation of the hiring process.

- 3.11 A process for debriefing internal unsuccessful candidates shall be established so that it is provided in a consistent manner and documented in the recruitment file. External candidates may be given the courtesy of feedback upon request.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To ensure compliance with this policy throughout the Board.

4.2 Superintendent of Human Resources and International Education

- 4.2.1 To administer the selection parameters and guidelines of this policy in a fair and equitable manner.

4.3 Supervisory Officers

- 4.3.1 To create conditions, encourage and support potential candidates within their Area Schools or Departments to pursue a position of academic responsibility.

4.4 Principals and Vice Principals

- 4.4.1 To create conditions, encourage and support potential candidates within their school to pursue a position of academic responsibility.

5. DEFINITIONS

5.1 Bias Free

To be respectful and treat all candidates fairly and objectively regardless of any protected ground under the Ontario Human Rights Code. The procedures and parameters shall also be applied in a neutral, non-discriminatory manner without distinguishing candidates on the basis of any of the protected grounds within the *Ontario Human Rights Code*.

5.2 Cronyism

The act of showing partiality to close friends or colleagues during the process of recruitment, interviewing, hiring or promoting employees.

5.3 Nepotism

The act of showing favouritism or providing preferential treatment to a family member during the process of recruiting, interviewing, hiring or promoting employees.

5.4 Positions of Academic Responsibility

An academic position that involves leadership of either a program, division, or department. These positions of responsibility include coordinators, consultants, department heads, divisional programs teachers, program resource teachers, and special programs teachers.

**POLICY TITLE: APPOINTMENTS TO ACADEMIC POSITIONS OF RESPONSIBILITY
SECTION B: GUIDELINES**

1. QUALIFICATIONS

Position of Responsibility	Basic Qualifications	Additional Qualifications Required	Desired Qualifications
Coordinators	Part 1 of the Religious Education Course (or equivalent) Recent Pastoral Reference (within 12 months)	Minimum of <u>five (5)</u> years of	

2.

