

YOUR RIGHTS Under The Collective Agreement

Selection Committees: Functions and Structure

Primary functions of Selection Committees are:

- The selection of regular and contract faculty in the DDP;
- The selection of the DDP's Coordinator(s);
- Extra-DDP faculty selections;
- The selection of faculty for program development projects as described in Article 8.12;
- The evaluation of contract and probationary regular faculty in the DDP;
- The establishment and maintenance of the DDP's qualified to teach (QTT) and contract inventory lists; and
- Making QTT determinations where necessary, in situations involving layoff, reassignment and recall.

Members of Selection Committees are:

- Two faculty members, elected every year by the DDP
- One Responsible Administrator or designate
- Up to two alternate faculty members

A Chair of the Selection Committee is elected each year.

Selection Committee Functions and Structure are governed by Article 5 of the Collective Agreement.

Selections for Regular and Contract Faculty

Recruitment & Selection

- Work with Chair/Coordinator to determine the labour shortages by semester, by course
- Establish qualifications, develop job postings
- Review all written applications
- Short list candidates to be interviewed

NOTE: Internal candidates must be considered first (Article 5.05a.)

Interviewing

- Conduct interviews using a consistent format

Post Interview

- Review resume, cover letter, interview notes, etc., and determine most suitable candidates
- Make QTT determinations
- Submit recommendations to RA.

NOTE: If a Selections Committee offers a position to an internal candidate, but wants them to meet additional requirements, they can include in a Letter of Appointment written criteria / qualifications that must be met by a particular deadline in order to continue / extend appointment Article 5.05 a.ii.(4). Agreeing verbally will not be sufficient.

Qualified to Teach (QTT) Processes

- Selection Committees are also responsible for determining whether faculty members are qualified to teach a course.
- This occurs both when new faculty members are hired, and when current faculty members want to teach a course they have not been previously QTT'd for.
- **Criteria and methods for making QTT determinations in a DDP will be established in writing and communicated to faculty members in the DDP** (Article 5.07)

The DCFA recommends that Selection Committees review this annually and include in a report to their department.

Benefits of Clear QTT Guidelines and Procedures

- 1. Hiring:** Protects Selection Committee members from challenges to their QTT determinations. Also protects the employer from liability.
- 2. Scheduling:** Reduces conflicts in scheduling. Ensures everyone is aware of what is needed to qualify to teach a course and the method by which they can get that QTT. Also gives the department more flexibility in scheduling and makes it easier for the Chair/Coordinator.
Note: Once granted, QTT cannot be rescinded by the employer or the faculty member. There is no mechanism for this. It is up to the faculty member to maintain currency in the field, for all courses for which they are QTT'd.
- 3. Lay off:** When there are reductions in departmental budgets which result in lay-offs, QTT can be used to by-pass seniority. So being very clear about who is QTT'd for what can become very important.

Who to contact?

Your Executive Council

Each Faculty area has a DCFA Executive Council (EC) representative. Your EC representative will be able to advise you on DCFA issues and will take your concerns or initiatives to Executive Council.

Your Area Stewards

Each Faculty area has an Area Steward on the DCFA Contract Committee. Your Area Steward can provide assistance with working conditions issues or help you with interactions with the Employer.

Your Table Officers

Elected to run the day-to-day operations of the Association, your Table Officers can provide information and support you in protecting your rights under the Collective Agreement.

Not sure?

Contact the DCFA Office and we'll connect you to the right person (dcfa@douglascollege.ca).

Check www.dcfa.ca for contact information.

Your Collective Agreement

Your working conditions, job security, benefits, evaluation, and responsibilities have been negotiated, and are contained in a **Collective Agreement agreed to by the DCFA and the Employer (Douglas College)**.

You can access the Collective Agreement on the **DCFA website** (www.dcfa.ca) under Member Resources.

You can get a printed paper copy of the Collective Agreement at the DCFA office (room N2320 New Westminster Campus or room A1301 Coquitlam campus), or email dcfa@douglascollege.ca to receive one via inter-campus mail.

What can you find on the DCFA Website (www.dcfa.ca)?

The DCFA website has

- links to the Collective Agreement,
- meeting schedules,
- contact information for DCFA Executive Council Representatives and Contract Committee Area Stewards, Table Officers, and other committee members,
- bargaining bulletins, and
- other member information.

DCFA Office Locations

Coquitlam Campus – Room A1301
604-777-6120

New Westminster Campus - Room N2320
604-527-5166

KNOW YOUR RIGHTS

*Selections and QTT:
Highlights for Selection
Committees
2024 - 2025*

- **Selection Committees: Functions + Structure**
- **Selections for Regular + Contract Faculty**
- **Qualified to Teach (QTT) Processes**
- **Benefits of Clear QTT Processes**
- **Who to Contact**

Please see your Collective Agreement for complete information.

DCFA
DOUGLAS COLLEGE
FACULTY ASSOCIATION