

SECTION 44

RECRUITMENT, SELECTION, PROMOTION AND TRANSFER

- 44.01 In this Section the following definitions shall apply:
- (a) Promotion is the movement of a staff member from one assignment to a second assignment which has a salary range the maximum of which is at least five per cent (5%) higher than that of the first assignment.
 - (b) Transfer is the movement of a staff member from one assignment to a second assignment which has a salary range the maximum of which differs from that of the first assignment by less than five per cent (5%).
- 44.02 When recruitment activity to any salary assignment, covered by this Agreement, is undertaken it shall normally be by means of competition and shall be in accordance with recruitment and selection policies and procedures. When the Institute considers it appropriate to proceed without competition, it shall consult with the Association regarding the proposed method of recruitment, selection and for the length of the designated term.
- 44.03 The Institute recognizes the value of engaging staff members' interest and input to the recruitment and selection procedure. Where available, at least one member of the Association, from the Program area or School, with relevant experience will participate on the interview and selection panel for instructors. Where no such member is readily available, the Association will be consulted for advice.
- Furthermore, when a NASA leadership (Leader I or II) opportunity arises, a Selection Committee (SC) will be formed. The committee will normally consist of:
- Up to 50% of voting members as assigned by the Dean or Designate (e.g. Associate Dean + Leader 1)
 - At least 50% of voting members as selected by NASA members (e.g. Leader II + Instructor)
 - One (1) Human Resource Representative
- The Dean or Designate will determine the size of the committee.
- NASA Staff interested in participating on the SC must submit an expression of interest to the Program. If there is greater interest than spots, an election process with voters from the program area affected will be conducted by the Program. Where there is insufficient interest in participating, the Association will be consulted for advice.
- Once formed, the SC will be provided with a list of applicants and may participate in selecting those granted an interview.
- The SC will make a recommendation to the Dean at the end of the selection process. The recommendation will normally be based on discussion; however failure to reach agreement will result in a vote. All members of the SC, except the Human Resource Representative will be able to vote.
- The Dean will either support or deny the recommendation, however if the recommendation is denied, the Selection Committee will be reconvened and the rationale for the denial will be discussed.
- 44.04 A salary staff member who is promoted or transferred for a designated term is entitled to retain salary status and, on completion of the term of the appointment, to return to the staff member's previous assignment or to a comparable assignment within the work unit.
- 44.05 During the first twelve months following a transfer or promotion, either the Institute or the staff member may request reversion to the staff member's former assignment or to a comparable assignment. Such reversion shall take effect at the completion of the academic quarter, semester, or intake, unless otherwise agreed by the Institute and the staff member. When a staff member who had been promoted reverts to the former level, the Institute may adjust the staff member's salary to the rate that would have applied if the initial promotion had not taken place.
- 44.06 If an employee is moved, other than for disciplinary reasons, from one assignment to a second assignment which has a salary range the maximum of which is lower than that of the first assignment, the Institute, in consultation with the Association, and the staff member may enter into an agreement with respect to salary and benefits. Such agreement shall provide for salary and benefits at least equal to that of the new class and not more than that of the former class.

