

**LETTER OF UNDERSTANDING**

**between**

**WILFRID LAURIER UNIVERSITY**

**and the**

**WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION**

**Re: Articles 8, 13, 14 and 22 of the Collective Agreement between the University and WLUFA for Full-time Faculty and Professional Librarians**

Whereas the Parties are committed to non-discrimination under Article 8, and to fairness and equity in appointments under Articles 13, 14, and 22; and

Whereas the Parties agree to provide education and guidance on best practice in hiring to Members and others who participate in the evaluation and recommendation of candidates for appointment;

The Parties agree that the guidelines for fair and equitable procedures in appointments, as specified below, shall be made available to Deans, Associate Deans, Department Chairs, Temporary Chairs, Program Coordinators, chairs of Department (or equivalent) Appointment and Promotion Committees, under 13.10, and other Members involved in the evaluation and recommendation of appointments under Articles 13 and 14;

The Parties further agree that the chairs and members of Appointment and Promotion Committees shall follow the guidelines below in their respective committee's procedures for the assessment of applications and interview of short-listed candidates for appointment.

**Guidelines for Fairness and Equity in Appointments**

**Appointments:**

Appointment procedures shall be in accordance with Articles 13 and 14 of the Full-time Collective Agreement. The procedures set out below shall serve to clarify and make consistent appointment procedures so that fair hiring practices and employment equity principles can be more adequately implemented.

(1) **Advertisements**

Each advertised full-time appointment should have its own unique description with the components outlined in the details below. Advertisements appearing in different media must be consistent.

