



**University of British Columbia
Provost's Office, Vancouver Campus
November 2020**

**FAQs - Accommodations during the Faculty Recruitment
and Hiring Process**

UBC is committed to conducting faculty recruitment and hiring processes that ensure that we are the university of choice for exceptional new faculty. Embedding equity and diversity in our systems and structures is an integral component of our strategic plan. UBC's intention is to create the conditions for a successful faculty candidate interview process. See:

<https://hr.ubc.ca/managers-admins/recruiting-and-hiring/faculty-recruitment/steps-faculty-recruitment>

UBC has a responsibility to tailor the workplace to meet the needs of employees under the BC Human Rights Code. "Accommodation," or modifying employment requirements, rules or policies that could be considered discriminatory because they have a negative effect on an individual, is designed to provide access to employment opportunities and fair treatment in the workplace. This document has been prepared to answer your questions about accommodation in the recruitment and hiring process.

If you have any questions regarding the provision of accommodations during the recruitment and hiring process, please contact Sue Lebrun at sue.lebrun@ubc.ca in Workplace Health Services at UBCV, or Carleigh Benoit at carleigh.benoit@ubc.ca in the Workplace Reintegration & Accommodations Program at UBCO, for more information and support.

What do I do if someone requests an accommodation during the hiring process?

A candidate may ask for an accommodation at any point during the hiring process.

"Accommodation" refers to UBC's responsibility to tailor the environment to meet the needs of the individual, under the BC Human Rights Code. The purpose of accommodation is to provide access to employment opportunities and create an accessible work environment that enables employees to meet the essential components of the role and participate in all aspects of University life. We are responsible for considering the requests from applicants/candidates for accommodation of work-related needs. Please contact Sue Lebrun at sue.lebrun@ubc.ca in Workplace Health Services at UBCV, or Carleigh Benoit at carleigh.benoit@ubc.ca in the Workplace Reintegration & Accommodations Program at UBCO, for more information and support.

Requests are typically simple and inexpensive to accommodate, and can vary according to the candidate's needs.

What kind of accommodations might someone ask for?

Accommodation requests could include:

- Ensuring that the interview space is accessible for an individual who uses a wheelchair or cannot walk long distances/navigate stairs.
- Providing interview questions in writing.
- Using video conferencing instead of a phone interview.
- Ensuring access to gender-inclusive washrooms.
- Providing sign language interpreting or captioning.
- Providing written materials in accessible formats, such as large print, braille, or electronic text.
- Scheduling the interview later in the day and/or scheduling a longer interview period that provides time for breaks.
- Providing access to a breast-feeding space.

Who needs to know if someone has requested an accommodation?

Respecting privacy and confidentiality in the accommodations process is essential. Only someone who is required to do something differently because of the accommodation needs to know about it – and only enough about it to enable them to support that accommodation. Information about an accommodation does not necessarily include information about why it is required for that individual. If you have any doubts, please discuss with Sue or Carleigh (contact details above) *before* disclosing any information on behalf of a candidate or employee.

What are UBC's responsibilities to provide accommodations to a candidate during the interview process?

According to [UBC's Employment Equity \(Policy HR10\)](#):

"The University of British Columbia has established a program of employment equity to provide a fair and equitable workplace and to offer all individuals full opportunity to develop their potential. Accordingly, the University will identify and eliminate any discriminatory barriers that interfere with employment opportunities in all jobs and at all levels throughout the University. Both current and prospective faculty and staff will receive equitable treatment in hiring, training, and promotion procedures."

UBC has an obligation to accommodate candidates, and failure to provide reasonable accommodations is discrimination.

Some of these accommodations are expensive, who will pay for them?

UBC is obligated to provide accommodations for persons with disabilities to the point of undue hardship. UBC is pilot testing the provision of central funding for accommodations for Canada Research Chairs. Please contact Linda Leathley at ubcvpao-g-ubccrc@mail.ubc.ca for further details.

What if I'm not sure an accommodation request is 'reasonable'?

There are experts at UBC who determine appropriate accommodations and how to fund those when necessary. If you have any questions or concerns *at all* about how to appropriately provide accommodations during the hiring process, please contact Susan Lebrun at sue.lebrun@ubc.ca at UBCV, or Carleigh Benoit at carleigh.benoit@ubc.ca at UBCO. Susan and Carleigh are accommodations specialists in Human Resources.

Sources:

[UBC's Employment Equity Policy \(Policy HR10\)](#)

[UBC's Discrimination Policy \(Policy SC7\)](#)

[Disability and Accommodation under British Columbia Employment Law](#)

[Canadian Research Chairs: Equity, Diversity and Inclusion: A Best Practices Guide for Recruitment, Hiring and Retention](#)