



Important Information for Staff Reps & Staff Committee

DEPARTMENT HEAD INTERVIEWS

MEMBERS HAVE A VOICE!!!

Collective Agreement

Interview committees are specified in the VSB/VTF Collective Agreement (Article 11.D.2.j) as subcommittees of Staff Committee and should be constituted either by the constitution of a school's Staff Committee or by a formal motion passed by the Staff Committee.

A Bit of History

During the spring of 2004, an agreement was reached by VSB senior management, VSTA, and VASSA (the association representing Vancouver secondary school administrators) regarding the composition guidelines for interview committees for department heads.

Department Head Interview Committee Composition Guidelines

Staff Committees are urged to include up to three teachers selected by the members of the department, a VTF representative, a principal/vice-principal, and a department head from another department (optional). The principle put forward by VSTA is that Department Heads *should be selected democratically*. Staff Committees should honour that principle in structuring their interview committees.

Department Head Interview Committee Composition:

- Member of department
- Member of department
- Member of department
- VTF representative
- Principal and/or vice-principal
- Option of including a department head from another department

Important Dates:

2013 Spring Transfer Process

April 16-22 Department Head Continuing Postings

Beginning April 23 Interviews and Offers for Department Head Continuing Postings

Role on Interview Committees

This is a reminder to all Staff Reps of the Motion that was passed at Council (November 2010) governing their role on Interview Committees.

"VSTA staff reps who sit on interview committees refrain from asking questions in the interview. Staff reps are there to ensure process is followed by all members of the committee and to ensure Article E.21.9 is followed."

Please contact the VSTA office if you have any questions and/or concerns.