# Appointments Checklist

This checklist refers to all tenure-stream appointments to the rank of Assistant Professor (Conditional) and above. Note: appointments at the rank of Full Professor must be with tenure, and forwarded with the approval of the division head and the Dean of the School of Graduate Studies.

## A. Prior to Active Recruitment

Approval of the Vice-President and Provost has been obtained □

## B. The Recruitment Process

1. **1) Advertisements**

* position advertised in *University Affairs* □
* position advertised in *CAUT Bulletin* and other professional journals

as appropriate □

* inclusion of equity statement in all ads □
* inclusion of Service Canada statement □
* announcement of vacancy sent to all Canadian Universities □

**2) Special efforts to draw the position to the attention of the four designated groups**

* advertisements placed in specialized journals, newspapers, list servers etc.,

directed to women, and where possible, to members of the other three

designated groups □

* letters and other communications targeted to members of these groups □
* personal networking targeted to members of these groups □
* measures taken to ensure the candidate pool is sufficiently large □

## C. The Hiring Process

**1) Composition of the search committee**

* search committee chaired by dean or divisional/departmental chair □
* in the case of a cross appointment, and for graduate appointment

the head of the other area/division represented □

* member of under-represented sex if applicable and/or member

of other designated groups □

* decanal or provostial assessor on committee □
* each member of committee received copy of *Information for*

*Search Committees*  □

**2) Documentation**

* documentation for each candidate includes: a current curriculum vitae

and several letters of recommendation □

**3) The Short-List**

* adequate number of candidates short listed (usually three) □

## D. Review of the Dossier by the Provost’s Office

The appointment dossier is forwarded to the Vice-Provost, Faculty, Simcoe Hall, Room 221, by the Division head for approval *before* the letter of offer is sent to candidate. The appointment dossier forwarded to the Vice-Provost should include a detailed report on the search (see below) and the following:

* a copy of the draft letter of offer □
* copies of all advertisements from the original publication with the

relevant name and date of publication □

* the candidate’s CV and at least 3 letters of reference □
* the CVs and letters of reference for other short-listed candidates □
* the CV and letters of reference of the most qualified candidate

of the under-represented sex not chosen □

* the CV and letters of reference of the top three rated Canadians not chosen □
* the *Compilation of Statistics for Academic Appointments* showing the

number of male and female applicants, and number of visible minorities,

aboriginal and disabled applicants □

**The report on the search from the division should include:**

1. The division head’s approval of the Chair’s recommendation □

2. Approval of the relevant division head in the case of a cross-appointment □

3. Concurrence of the graduate chair where applicable □

4. The membership of the committee □

5. The names of the persons on the short list □

1. The recommendation of the search committee, the degree of consensus

reached in the search committee and the reason for the selection of the

individual over other candidates on the short list □

7. A description of the ways in which the search committee informed

itself of issues of diversity when developing the short-list □

1. A description of special efforts taken to draw the position to the attention

of the four designated groups □

1. In cases where the short list does not contain candidates from both sexes:

the name of the highest ranked candidate from the under-

represented sex and an explanation of why he/she was not short-listed □

10. Where the short-list contains a candidate from the under-represented

sex and that candidate is not chosen, a statement indicating why the

candidate of the under-represented sex was not chosen □

11. Comment, to the best of one’s knowledge, on the presence or absence

of visible minority members, aboriginal persons, and persons with a

disability, in the applicant pool and on the short list □

1. Where, to the best of one’s knowledge, the short-list contains minority

members, aboriginal persons, or persons with a disability, and these

candidates were not chosen, a statement indicating why they were not selected □

1. If a non-Canadian is being recommended for the position, reasons should

given why each of the top three Canadians was not selected. □

14. Any special arrangements or conditions of employment,

e.g., date of tenure consideration, leave arrangements, etc. □

15. Justification of the proposed starting salary. □

## E. Formal Notification of the Candidate

The letter of offer should not go forward to the candidate until the appointment is approved by the Provost*.*  Once the appointment has been approved by the Provost (normally within 24 hours), the letter of offer may be sent to the candidate.

## F. Completion of Offer

Once the candidate has made a decision with respect to the offer, the *Completion of Offer for Academic Appointments* form should be completed and sent to the Provost’s Office.

### **Offer declined** □

Form completed and sent to Provost’s Office □

**Offer accepted** □

Form completed □

Signed letter of offer attached □

If candidate is non-Canadian, also include forms:

*Foreign Worker Information Sheet and*

*Foreign Academic Recruitment Summary* □

Documents sent to Provost’s Office □

*N.B.: Funding for positions will not be released unless the Completion of Offer Form has been submitted.*