# Lecturer/Senior Lecturer

# Appointment Dossier Checklist

Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yes No N/A

1. A report on the search from the division that includes:

- the division head’s approval of the Chair’s recommendation □ □ □

- the membership of the committee □ □ □

- the names of the persons on the short list □ □ □

- 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 □ □ □

- a description of special efforts taken to draw the position to

the attention of the four designated groups and other measures

taken to ensure an adequate list of possible candidates of quality □ □ □

- if a non-Canadian is being recommended for the position,

reasons should be given why each of the top three Canadians

was not selected □ □ □ - any special arrangements or conditions of employment □ □ □

- justification of the proposed starting salary □ □ □

2. A copy of the *draft* letter of offer □ □ □

1. *Copies of all advertisements* from the original

publication with the relevant name and date □ □ □

1. The candidate’s CV *and at least 3 letters of reference* □ □ □
2. The CVs and letters of reference for *other short-listed candidates* □ □ □

6. The CV and letters of reference of the top three rated Canadians

not chosen □ □ □

7. The *Compilation of Statistics for Academic Appointments*

showing the number of male and female applicants, and number

of visible minorities, aboriginal and disabled applicants □ □ □