

FACULTY RECRUITMENT CHECKLIST

INITIATE THE SEARCH			
Accountability			
DEAN		➤ Submit list of anticipated hiring needs to the Office of the Provost (OP)	
PROVOST		➤ Approve appointment allocations, pending budget approval, and advise Dean and HR	
DEAN		➤ Submit specific hiring request to Provost for approval to proceed to fill a position	
PROVOST		➤ Send written approval to Dean and HR	
PREPARE TO SEARCH			
DEAN		➤ Establish the search committee	
DEAN	Search Committee	➤ Define selection criteria, roles and responsibilities, timeline for appointment process	
RECRUIT APPLICANTS			
DEAN	Search Committee	HR	➤ Finalize posting and overall recruitment strategy
HR			➤ Advertise the position
SELECT QUALIFIED CANDIDATES			
DEAN	Search Committee		➤ Screen and shortlist applicants
DEAN	Search Committee		➤ Interview candidates
DEAN	Search Committee		➤ Identify acceptable finalist candidate/s for recommendation
DEAN			➤ Conduct reference checks in accordance with established procedures
DEAN	HR		➤ Review potential negotiation terms confirming salary range/s for finalist candidate/s as per UOIT's compensation systems and strategies
MAKE AN OFFER OF APPOINTMENT			
DEAN			➤ Negotiate potential terms and conditions of an offer of appointment with finalist candidate. THE NEGOTIATION DOES NOT CONSTITUTE A FORMAL OFFER.
DEAN			➤ Compile appointment file with recommendation to appoint to the Provost for approval
PROVOST			➤ If appointment is with tenure, submit to T and P Committee for President's approval
PROVOST			➤ Review the appointment file and advise Dean and HR of approval decision
HR			➤ Submit PDF of formal offer of appointment letter and applicable attachments to Dean
DEAN			➤ Present the offer to the candidate electronically and via courier or post
HR			➤ Contact candidate to provide information on benefit, pension and orientation programs
CANDIDATE			➤ Accept and return signed offer letter and credential verification documentation to Dean
COMPLETE THE APPOINTMENT PROCESS			
DEAN			➤ Forward accepted offer and credential documentation to OP and HR
HR			➤ Verify credential documentation and notify Dean of result
HR			➤ If new faculty member is a foreign academic apply for LMO from HRSDC
DEAN			➤ Contact all unsuccessful shortlisted candidates to advise of outcome
HR			➤ Complete pension and benefit enrolment and initiate institutional onboarding program