

Date of submission: _____

APPOINTMENT FILE – LIMITED TERM FACULTY MEMBER

Name of Recommended Appointee	
Faculty	
Rank	<input type="checkbox"/> Limited Term Faculty Member
CIP Code	
Appointment start date and end date (minimum 12 months, maximum 5 years)	July 1, 20 _____ June 30, 20 _____
Conditions of appointment, where applicable	<input type="checkbox"/> Upon verification of academic credentials <input type="checkbox"/> Upon the candidate being legally eligible to work in Canada <input type="checkbox"/> Upon acquiring/maintaining professional accreditation <input type="checkbox"/> Upon completion of a terminal degree <input type="checkbox"/> Other _____
Reason for Limited Term Faculty Member Appointment (as per Article 15.01 c) iv))	<input type="checkbox"/> to meet temporary needs created when a Faculty Member is granted a leave of absence or temporarily transferred to another duty within the University <input type="checkbox"/> to provide for specific Teaching, Research, or scholarly needs of limited duration, including the engagement of distinguished visiting professors or persons with special academic knowledge, expertise, or experience <input type="checkbox"/> to provide for specific Teaching and Research needs which, for budgetary and/or academic reasons, the University does not wish to result in a continuing appointment <input type="checkbox"/> to accommodate vacancies in the full-time continuing tenured and tenure track and teaching faculty unit until such qualified persons acceptable for appointment are available <input type="checkbox"/> for appointment to programs with provisional funding or of a trial nature
Base salary (stipend, etc., as applicable)	\$ _____
Documentation enclosed: <ul style="list-style-type: none"> <input type="checkbox"/> Dean’s recommendation with rationale for selected candidate (which includes the committee’s recommendation of the preferred candidate) <input type="checkbox"/> Rank order of short listed candidates <input type="checkbox"/> Draft letter of offer <input type="checkbox"/> Candidate`s c.v. and letter of application <input type="checkbox"/> External reference information (minimum of three reference letters) and brief bio of referees <input type="checkbox"/> Copy of advertisement which includes University’s equity statement 	

- **Note:** For limited term faculty member positions, Canadians and Permanent Residents must be given priority consideration. Please contact Human Resources immediately if a non-Canadian/Non Permanent Resident candidate is being considered as a finalist candidate.
- Recruitment Strategy information which lists initiatives taken to identify and attract qualified and diverse pool of potential candidates and targets under represented groups (*i.e. external posting sites, listservs, professional networks etc*)
- Summary of Additional Equity Search Activities (*i.e. search committee members received unconscious/implicit bias training, composition of selection committee, inclusion of diversity-related competencies in assessment criteria etc.*)

Dean`s Approval, Date	
Budget Approval (Provost`s Office), Date	
Provost`s Approval, Date	
Copy to Official File, Date	
Original received in HR, Date	