

Date of submission: _____

APPOINTMENT FILE – TEACHING FACULTY

Name of Appointee	
Faculty	
Rank	<input type="checkbox"/> Assistant Teaching Professor (Probationary*) <input type="checkbox"/> Associate Teaching Professor <input type="checkbox"/> Senior Teaching Professor
CIP Code	
Appointment start date and end date	July 1, 20 _____ to June 30, 20 _____ (if probationary*)
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 _____
Base salary (stipend, etc., as applicable)	\$ _____
Professional Development Allowance	<input type="checkbox"/> \$2,200 (effective July 2019) <input type="checkbox"/> \$2,275 (effective July 2020) or/ <input type="checkbox"/> Prorated amount (hired after July 1) \$ _____
Documentation enclosed: <ul style="list-style-type: none"> <input type="checkbox"/> Dean’s recommendation (inclusive of recommendations of the committee as per Article 15.04 in the ATF CA) with rationale for selected candidate <input type="checkbox"/> List of initiatives taken to identify a diverse pool of qualified candidates <input type="checkbox"/> Draft letter of offer <input type="checkbox"/> Candidate’s c.v. and cover letter <input type="checkbox"/> Copy of ad posting Additional Requirements for external candidates: <ul style="list-style-type: none"> <input type="checkbox"/> External letters of reference (minimum of three) and brief bio of referees <input type="checkbox"/> Rank ordering of other qualified candidates, if applicable 	
Dean’s Approval, Date	
Budget Approval (Provost’s Office), Date	
Provost’s Approval, Date	

*President's Approval (if hired with Continuing Appointment), Date	
Copy to Official File, Date	
Original received in HR, Date	