

Date of submission: _____

APPOINTMENT FILE – TENURE/TENURE STREAM FACULTY

Name of Recommended Appointee	
Faculty	
Rank	<input type="checkbox"/> Assistant Professor (Probationary*) <input type="checkbox"/> Associate Professor without Tenure (Probationary*) <input type="checkbox"/> Associate Professor with Tenure** <input type="checkbox"/> Professor
CIP Code	
Appointment start date and end date	July 1, 20 _____ 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)	\$ _____
Research grant (total amount over X years)	\$ _____
Professional Development Allowance	<input type="checkbox"/> \$2,200 (effective July 2019) <input type="checkbox"/> \$2,275 (effective July 2020) <input type="checkbox"/> Prorated amount (hired after July 1) \$ _____
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"/> Tenure and Promotion Committee letter, if hiring with tenure** <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 <input type="checkbox"/> Summary of attempts to identify qualified Canadians or Permanent Residents to fill the position if selecting a foreign academic worker <input type="checkbox"/> Recruitment Strategy information which lists initiatives taken to identify and attract qualified and diverse pool of potential candidates and targets under represented groups (<i>i.e. external posting sites, listservs, professional networks etc</i>) 	

<input type="checkbox"/> Summary of Additional Equity Search Activities (<i>i.e. search committee members received unconscious/implicit bias training, composition of selection committee, inclusion of diversity-related competencies in assessment criteria etc.</i>)	
Dean`s Approval, Date	
Budget Approval (Provost`s Office), Date	
Vice President Research, if CRC hire	
Provost`s Approval, Date	
**President`s Approval, if tenured	
Copy to Official File, Date	
Original received in HR, Date	