

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	
Program/(Discipline)	
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)	\$
Final starting salary (ATB and Competitive Adjustment (if applicable) added to initial base salary)	\$
Research grant (total amount over X years)	\$
Professional Development Allowance	<input type="checkbox"/> \$2,525 (effective July 2022) <input type="checkbox"/> \$2,650 (effective July 2023) or/ <input type="checkbox"/> Prorated amount (hired after July 1) \$ _
Documentation enclosed: <ul style="list-style-type: none"> <input type="checkbox"/> Hiring Request Form (HRF) <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 	

<ul style="list-style-type: none"> □ Recruitment Strategy information which lists initiatives taken to identify and attract qualified and diverse pool of potential candidates and targets underrepresented groups (<i>i.e., external posting sites, listservs, professional networks etc</i>) □ 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	