

Date of submission: \_\_\_\_\_

**APPOINTMENT FILE – TEACHING FACULTY**

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|---|---|
| Name of Appointee   |   |
| Faculty   |   |
| Rank  | <input type="checkbox"/> Assistant Teaching Professor (Probationary*)<br><input type="checkbox"/> Associate Teaching Professor<br><input type="checkbox"/> Senior Teaching Professor  |
| CIP Code  |   |
| Program/(Discipline)  |   |
| 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<br><input type="checkbox"/> Upon the candidate being legally eligible to work in Canada<br><input type="checkbox"/> Upon acquiring/maintaining professional accreditation<br><input type="checkbox"/> Upon completion of a terminal degree<br><input type="checkbox"/> Other _____ |
| Base salary (stipend, etc., as applicable)  | \$  |
| Final starting salary (ATB and Competitive Adjustment (if applicable) added to initial base salary)   | \$  |
| Professional Development Allowance  | <input type="checkbox"/> \$2,525 (effective July 2022) <input type="checkbox"/> \$2,650 (effective July 2023)<br>or/ <input type="checkbox"/> Prorated amount (hired after July 1) \$_____  |
| <b>Documentation enclosed:</b> <ul style="list-style-type: none"> <li><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</li> <li><input type="checkbox"/> List of initiatives taken to identify a diverse pool of qualified candidates</li> <li><input type="checkbox"/> Draft letter of offer</li> <li><input type="checkbox"/> Candidate’s c.v. and cover letter</li> <li><input type="checkbox"/> Copy of ad posting</li> </ul> <b>Additional Requirements for external candidates:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> External letters of reference (minimum of three) and brief bio of referees</li> <li><input type="checkbox"/> Rank ordering of other qualified candidates, if applicable</li> </ul> |   |
| Dean’s Approval, Date   |   |

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