

CANDIDATE RECOMMENDED FOR APPOINTMENT

File Includes:

- Dean's recommendation
- Department's recommendation, including rationale for the candidate's suitability for the appointment
- Number of eligible voting faculty (as per Article 10.1.20.h)
- Number of eligible voting member in favour of the recommendation
- Candidate's letter of application (as per Article 10.1.20.b.i)
- Curriculum vitae (as per Article 10.1.20.b.i)
- Original or copy of transcripts
- Teaching evaluations
- Copy of the position advertisement (as per Article 10.1.20.b)
- External letters of reference (at least 3) as per Article 10.1.20.b.i from:

Name	Affiliation
_____	_____
_____	_____
_____	_____

Recommended Step / Rank (in accordance with Articles 10.1.20.b.i and 10.1.20.h, provide clear rationale)

CREDIT GIVEN FOR PREVIOUS EXPERIENCE (see articles 10.1.30 b and c)
 (Specify name of institution, # of years' credit / how credit was calculated)

	Institution(s)	# of years (full-time) or courses (part-time)	# of years credit recommended	Chair / Dept. comments
Pre-Ph.D. teaching				
Post-Ph.D. teaching				
Post-doctoral fellowship				
Relevant Professional experience (specify)				

NOTE: Credit for full or part-time teaching done before the completion of a Ph.D. is given on the Lecturer scale. Credit for post-Ph.D. teaching counts on the Assistant scale. Part-time teaching should be converted to full-year equivalencies by dividing the total number of courses taught by five.

Department comments

Dean comments

Positive Action to Improve the Employment of Women, Aboriginal Peoples, Visible Minorities, and People with Disabilities

Did the Search Committee include at least one member from one of the groups specified in Article 10.4.1 (women, aboriginal peoples, visible minorities, and people with disabilities)?

Yes No

Yes No

Within the context of this hire and relative to Article 10.4 of the Collective Agreement, please describe consideration given in the hiring process of positive action undertaken to improve the employment of women, aboriginal peoples, visible minorities or people with disabilities.

In accordance with Article 10.4.4 the Selection Committee included at least one member from one of the groups specified in Article 10.4.1 (women, aboriginal peoples, visible minorities, and people with disabilities)

Signature of Chair

Signature of Dean of Faculty

Date: _____

Date: _____