FACULTY RECRUITMENT CHECKLIST

- **Department Recruitment Strategy** – annual plan for approval by Dean

- **Request to Recruit** – to Dean and Provost for approval to initiate each search, includes position and budget information and proposed membership of search committee

- **Search Committee**
  - confirm membership (diversity, student rep required)
  - orientation of members with the Office of Faculty Recruitment and Retention (OFRR) and HREO
  - identify position requirements
  - determine advertising strategy (including measures for reaching diverse applicant pool)
  - draft ad in consultation with OFRR

- **Request to Advertise** – to Dean and Provost for approval of position requirements, advertising strategy including measures to insure a diverse applicant pool and posting

- **Search Committee**
  - plans interview process
  - screens applications and develops short list
  - evaluates and ranks candidates, giving priority to Canadian citizens and permanent residents
  - checks references for top candidates
  - recommends preferred candidate

- **Applicant Tracking Questionnaire** – to all applicants for return directly to HREO

- **Request to Negotiate and Approval to Appoint** – to Dean and Provost for approval to start negotiations, identifies and ranks appointable candidates, justifies the recommendation and provides CVs for all interviewed candidates. Approval of this request constitutes approval of the appointment – unless negotiations fail or the recommended candidate declines the offer.

- Candidate informally accepts negotiated conditions (if candidate declines, return to previous step - Request to Negotiate)
- **Validation of Offer to a Foreign Academic** – consult with OFRR and complete required documentation: *Foreign Academic Recruitment Summary* and *Foreign Worker Information Sheet*

- **Appointment Letter** – from dean to appointee (for non-Canadians, only after consultation with OFRR and HRDC validation)

- **Hiring Report** – prepared by the department chair/director, verified by dean, and forwarded to Provost and HREO. Attach signed appointment letter as confirmation of appointment and a copy of this checklist.