REQUEST TO NEGOTIATE AND APPROVAL TO APPOINT

Summary of search process
(provide a brief summary including efforts to target diverse applicants)

Total number of applicants:
  Male: Female:

Total number interviewed:
  Male: Female:

Number of Applicants from Applicant Tracking Data (contract HREO for this)
  Aboriginal Peoples: Persons with Disabilities:

Members of Visible Minorities:

Recommended Candidate(s):
Identify and justify the recommended candidate(s) in order of preference, if more than one and provide information as follows for each:

Name:

Rank:

Effective date:

Probationary or Tenured:

Start date:

Salary Range:

Start-up:

Justification (for each recommended candidate):

☐ Attach CVs for all candidates interviewed

Non-Canadian Candidates
If the recommended candidate is non-Canadian, please provide a brief explanation here and submit the required forms, as indicated below:
DEAN’S APPROVAL TO NEGOTIATE and APPOINT

Comments:

Date:

PROVOST’S APPROVAL TO APPOINT

Comments:

Date:

Note: Approval to appoint assumes that negotiated terms are consistent with this information. If not, or if the recommended candidate declines, a subsequent request is required.