FACULTY RECRUITMENT CHECKLIST

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

- **Request to Recruit Form** – Typically submitted with Request to Advertise form, it is approved by Dean and Provost to initiate each search. It includes position rationale, position requirements, and budget information.

- **Search Committee**
  - Confirm membership (diversity, student rep required)
  - Orientation through Diversity and Human Rights (DHR) for all members
  - Identify position requirements
  - Determine advertising strategy (including measures for reaching diverse applicant pool)
  - Draft advertisement in consultation with Faculty & Academic Staff Relations (FASR), if needed

- **Request to Advertise Form** – Typically submitted with Request to Recruit form, it is approved by Dean and FASR to ensure diversity in the Search Committee, as well as referring to the Collective Agreement; to ensure diverse attraction in the applicant pool and posting in vast outlets. A Word copy of your advertisement is also attached.

- **Search Committee**
  - Plan interview process
  - Screen applications and develops short list
  - Interview, evaluate, and rank candidates (giving priority to Canadian citizens and permanent residents)
  - Check references for top candidates
  - Recommend preferred candidate(s)

- **Applicant Tracking Questionnaire** – To be completed online by all applicants, through the DHR survey.

- **Request to Negotiate and Approval to Appoint Form** – It is approved by Dean and Provost to start negotiations. It identifies and ranks candidates, justifies the recommendation and provides CVs for all interviewed candidates. A drafted appointment letter is also attached. Approval of this request constitutes approval of the appointment – unless negotiations fail or the recommended candidate declines the offer.

- **Accepts Offer** – Candidate informally accepts negotiated conditions (if candidate declines, return to Request to Negotiate)

- **Appointment Letter** – Drafted appointment letter from Dean to appointee is submitted along with Request to Negotiate Form. Signed appointment letter is submitted to the Provost’s office. For foreign academics, the appointment letter is signed on condition of LMIA approval received from Service Canada consulted with FASR.

- **Validation of Offer to a Foreign Academic** – If the candidate is a foreign academic, consult with FASR and complete the required documents for Labour Market Impact Assessment (LMIA): Hiring a Foreign Academic Checklist