

Checklist for Teaching and Research Faculty Appointments  
Recommendation for Appointment Package

Checklist completed by:

Phone extension:

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Overview of the recruitment process:

- § Selection and composition of search committee; include documentation of Dean approval of committee composition . Include details of [conflict of interest management](#), if applicable.
- § General description of advertising and recruitment methods
- § Actions taken to attract members of underrepresented groups
- § Confirmation that Equity, Diversity, and Inclusion training was completed for all search committee members
- § Breakdown of total applications by Canadian/non-Canadian citizenship
- § Description of candidate short-listing process:
  - § Define the specific criteria/rubric used to assess the applications. NOTE: The set of criteria should be fully determined and consistently applied to all candidates.
  - § Provide a detailed step-by- V W H S G H V F U L S W L R Q R I W K H V H D U F K F R P P L W W H H · V S narrowing down the candidates, to arrive at the final shortlist. If preferred candidate is non -Canadian/PR: list the number of Canadian/PR applicants found unqualified at each stage of the process
- § Description of interview/decision process
- § Assessment of each shortlisted candidate, including reason(s) why unsuccessful

Recommendation of selected candidate:

- § Indicate whether appointment is conditional on degree completion, confirmation of an award, or any other criterion
- § Detailed rationale for selection, including description of research and impact, teaching and mentorship, leadership, training of highly qualified personnel (HQP), etc. referring back to criteria stated in advertisement
- § Recommended rank, salary, RSA breakdown, market differential and rationale if applicable) and research start-up grant
- § Details of support by search committee (include vote, if applicable)
- § Demonstrated support vote of department or faculty; in clude vote even if unanimous

Non-advertised search ( [written pre -approval by VPA is required](#) )

- Provide reason(s) for non-advertised search

APPENDIX #3 <sup>2</sup>Searches where non-Canadian/PR is hired

Detailed recruitment information and documentation is required to hire a non-Canadian/PR candidate. Incomplete documentation will delay the immigration process.

- § Use the Position Recruitment Record form to collect copies of ads and proof of advertising and recruitment.
- § Use the [Applicant Info](#)