

Other Related Appointments

Conversion Appointment Process

The most recent version of the Conversion program is described in the excerpts below from a memorandum provided to Deans/Principal outlining the process:

- Article 23 of the CUPE 3903 Unit 2 collective agreement covers the relevant provisions of the Affirmative Action “conversion” program. CUPE conversions can take two forms: either the making of an appointment of an individual to a specific position, either within one hiring unit or on a cross-appointed basis, or as the result of a specific search restricted to members of the CUPE 3903 Affirmative Action Pool. Refer to Articles 23.03.1 and .2 of the Unit 2 Collective Agreement for details.
- Hiring units interested in exploring conversion appointment possibilities should note that the authorization for any appointment is contingent on that appointment being in one of the areas articulated as a current academic priority for the hiring unit, the Faculty and the University. Therefore, success in the competition for a conversion appointment will depend upon the relative priority of the hiring unit, the quality of the candidate, and the fit between them. All appointments must be approved by the Board of Governors, on the recommendation of the President.
- Although there is nothing prohibiting a member of the Pool from advocating on his or her own behalf, the decision to forward a file to the Dean’s Office ultimately rests with the hiring unit, not the individual.
- All Affirmative Action Pool members are notified of the program and may submit their files for consideration.
- Files submitted by the Chairs to the Dean’s Office should be accompanied by the following documentation: *curriculum vitae*, letters of reference (including external letters which can be, but are not necessarily, part of the file), assessment by the hiring unit of the candidate’s teaching, scholarly and service potential, an indication of how the appointment fulfils departmental needs and, where appropriate and in light of the candidate’s unique career path, his or her potential for participation in graduate teaching and supervision.
- Starting in 2009-2010, a self-identification section has been added to the letter which invites eligible long service contract faculty members to apply for a conversion appointment. It is important for units to collect the self-identification information and to consider this information in their deliberations.
- Interested applicants will be encouraged to consult the Conversions Career Advisor for guidance in the compilation of their files.
- An updated list of those individuals who meet the eligibility criteria for inclusion in the Affirmative Action Pool is distributed to Faculties and includes information on the hiring units in which the Affirmative Action Pool members have historically taught. Pursuant to Article 15.01.9, hiring units are required to contact employees using their home address and this information is provided as well.
- The Office of the Vice-President Academic & Provost forwards its recommendations for appointment to the President of Affirmative Action Pool members for full-time faculty positions to the tenure stream.
- Typically, the deadline for hiring units to submit files to the appropriate Dean’s office is mid-February; recommendations from the Deans must be received by the Office of the Vice-President Academic & Provost no later than early March; the Vice-President Academic & Provost will recommend the appointments to the President by late March; and the appointments will be scheduled to begin July 1, 200X.

Canada Research Chairs (CRCs)

For details concerning the CRC program, nominations and number of appointments allocated to York, please refer to: <http://www.yorku.ca/vpri/publichome/researchandresearchers/CRC/index.html>