Checklist for Contractually Limited Appointment Renewals

RECOMMENDATION FOR RENEWAL OF CONTRACTUALLY LIMITED APPOINTMENT

NAME OF CANDIDATE _________________________________________________ M _____ F ______

FACULTY______________________________________________________________

HIRING UNIT __________________________________________________________________________

RANK____________________________________________________________________________________

CATEGORY 12.06 (a) _______ (b) _______ (c) _______ or (d) _______

RENEWAL TERM _______________________ EARLIER TERMS____________________________

DOCUMENTATION Received Outstanding

1. Dean/Principal/Librarian’s views ☐ ☐

2. Updated C.V. ☐ ☐

3. Assurance of compliance with YUFA Contract: (If the extension combined with the original term of the appointment, exceeds the three-year limit, documentation setting out the exceptional circumstances as required in Article 12.07(d) of the YUFA Collective Agreement must be provided to the individual and the Faculty Association). ☐ ☐

4. Recommendations re salary range, rank, other ☐ ☐

5. Source of Funding ☐ ☐

6. Draft letter of offer ☐ ☐

Approval Communicated to Dean/Principal: Date: ______________________________

Letter of Offer Copy Date: ______________________________

Confirmation of Appointment Effective Date: ______________________________