

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	<u>Received</u>	<u>Outstanding</u>
1. Dean/Principal/Librarian’s views	<input type="checkbox"/>	<input type="checkbox"/>
2. Updated C.V.	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>
4. Recommendations re salary range, rank, other	<input type="checkbox"/>	<input type="checkbox"/>
5. Source of Funding	<input type="checkbox"/>	<input type="checkbox"/>
6. Draft letter of offer	<input type="checkbox"/>	<input type="checkbox"/>

Approval Communicated to Dean/Principal: _____ Date: _____

Letter of Offer Copy _____ Date: _____

Confirmation of Appointment _____ Effective Date: _____