

## Checklist for NEW Contractually Limited Appointments

Date Received: \_\_\_\_\_

### RECOMMENDATION FOR NEW CONTRACTUALLY LIMITED APPOINTMENT

NAME OF CANDIDATE \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

FACULTY \_\_\_\_\_

HIRING UNIT \_\_\_\_\_

RANK \_\_\_\_\_ STREAM: \_\_\_\_\_

CATEGORY 12.06 A \_\_\_ B \_\_\_ C \_\_\_ D \_\_\_ TERM/START DATE: \_\_\_\_\_

PREVIOUS STATUS: York CLA \_\_\_\_\_ York PT \_\_\_\_\_ Adjunct \_\_\_\_\_ External \_\_\_\_\_ York TV \_\_\_\_\_

Human Resources Development Canada and/or Citizenship and Immigration Canada clearance required? \_\_\_\_\_

If yes, has the appropriate action been taken and Immigration & Relocation Officer contacted? \_\_\_\_\_

Self-Identification Information : \_\_\_\_\_

DOCUMENTATION TO BE INCLUDED :	<u>Received</u>	<u>Outstanding</u>
1. Indication of approved position	<input type="checkbox"/>	<input type="checkbox"/>
2. Dean/Principal/Librarian's views of compliance with YUFA contract		
- rationale in support of candidate, research interests	<input type="checkbox"/>	<input type="checkbox"/>
- rationale if recommending a York graduate	<input type="checkbox"/>	<input type="checkbox"/>
3. Draft letter of offer including salary, rank, other	<input type="checkbox"/>	<input type="checkbox"/>
4. Signed report from initiating unit research procedures and rationale for selection	<input type="checkbox"/>	<input type="checkbox"/>
5. If appointment under 12.06(c), statement of specific needs to be met by this appointment	<input type="checkbox"/>	<input type="checkbox"/>
6. Appointment advertisement and list of publications in which it appeared	<input type="checkbox"/>	<input type="checkbox"/>
7. A list of other initiatives taken to identify possible applicants	<input type="checkbox"/>	<input type="checkbox"/>
8. Copy of Affirmative Action Plan for Hiring Unit	<input type="checkbox"/>	<input type="checkbox"/>
9. Signed report from Affirmative Action Officer	<input type="checkbox"/>	<input type="checkbox"/>
10. Candidate's C.V. and cover letter (including AA & Citizenship forms if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
11. 3 current signed letters from external referees (and where appropriate some identification of the qualifications of the referees)	<input type="checkbox"/>	<input type="checkbox"/>
12. Abbreviated files of other candidates on the short list		
- curriculum vitae, cover letter, 3 signed letters of reference	<input type="checkbox"/>	<input type="checkbox"/>
(including AA & Citizenship forms if applicable)		
13. Letter of support/GPD report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

AVP Academic Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Affirmative Action Approval : \_\_\_\_\_ Date Candidate Accepts : \_\_\_\_\_