

**Checklist for Tenure-Track/Continuing Appointments (including CRCs)**

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

**RECOMMENDATION FOR TENURE-/ALTERNATE-STREAM/CONTINUING APPOINTMENT**

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

FACULTY: \_\_\_\_\_ HIRING UNIT: \_\_\_\_\_

RANK: \_\_\_\_\_ START DATE: \_\_\_\_\_

STREAM: \_\_\_\_\_ POSITION NUMBER: \_\_\_\_\_

TENURE/CONTINUING STATUS (pre-candidacy/candidacy level): \_\_\_\_\_

CURRENT STATUS: York CLA \_\_\_\_ York P.T. \_\_\_\_ York Adjunct \_\_\_\_ External \_\_\_\_ York Visitor \_\_\_\_

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

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

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

**DOCUMENTATION TO BE INCLUDED:**

	<u>Received</u>	<u>Outstanding</u>
1. Indication of approved position - Provost - VPRI (in the case of CRCs)	<input type="checkbox"/>	<input type="checkbox"/>
2. Dean/Principal/Librarian's recommendation memo including: - rationale for hire noting funding source - commentary on research interests and agenda of recommended candidate - rationale if recommending a York graduate	<input type="checkbox"/>	<input type="checkbox"/>
3. Draft letter of offer including salary range, rank, other	<input type="checkbox"/>	<input type="checkbox"/>
4. Appointment advertisement and list of the publications in which it appeared	<input type="checkbox"/>	<input type="checkbox"/>
5. A list of other initiatives taken to identify possible applicants	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of Affirmative Action Plan for Hiring Unit	<input type="checkbox"/>	<input type="checkbox"/>
7. The A.A. Officer or designate has been invited to meet with the hiring committee	<input type="checkbox"/>	<input type="checkbox"/>
8. Signed report from the Affirmative Action representative	<input type="checkbox"/>	<input type="checkbox"/>
9. Signed report from initiating unit research procedures and rationale for selection	<input type="checkbox"/>	<input type="checkbox"/>
10. Letter of support/consultation with Dean of FGS or GPD	<input type="checkbox"/>	<input type="checkbox"/>
11. Candidate's C.V., application letter, AA & Citizenship forms if applicable	<input type="checkbox"/>	<input type="checkbox"/>
12. 3 current and signed letters from external referees (and where appropriate some identification of the qualifications of the referees)	<input type="checkbox"/>	<input type="checkbox"/>
13. In cases of hiring with tenure, 3 or more additional reference reports from individuals not among the referees identified by the candidate (at least one must be from the candidate's current institution and comment on teaching, research and service)	<input type="checkbox"/>	<input type="checkbox"/>
14. Abbreviated files of other candidates on the short list - cover letter - AA & Citizenship forms if applicable - curriculum vitae - 3 signed letters of reference	<input type="checkbox"/>	<input type="checkbox"/>

AVP Academic Signature _____	Date sent to President _____
President's Signature _____	Date sent to AVP Academic _____
Date of Affirmative Action Approval _____	Date Candidate Accepts _____