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

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: Received     Outstanding

1. Indication of approved position - Provost
   - VPRI (in the case of CRCs)
   [ ] [ ]

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
   [ ] [ ] [ ]

3. Draft letter of offer including salary range, rank, other
   [ ] [ ]

4. Appointment advertisement and list of the publications in which it appeared
   [ ] [ ]

5. A list of other initiatives taken to identify possible applicants
   [ ] [ ]

6. Copy of Affirmative Action Plan for Hiring Unit
   [ ] [ ]

7. The A.A. Officer or designate has been invited to meet with the hiring committee
   [ ] [ ]

8. Signed report from the Affirmative Action representative
   [ ] [ ]

9. Signed report from initiating unit research procedures and rationale for selection
   [ ] [ ]

10. Letter of support/consultation with Dean of FGS or GPD
    [ ] [ ]

11. Candidate’s C.V., application letter, AA & Citizenship forms if applicable
    [ ] [ ]

12. 3 current and signed letters from external referees (and where appropriate some identification of the qualifications of the referees)
    [ ] [ ]

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)
    [ ] [ ]

14. Abbreviated files of other candidates on the short list - cover letter
   - AA & Citizenship forms if applicable - curriculum vitae
   - 3 signed letters of reference
   [ ] [ ] [ ]

AVP Academic Signature _______________________________ Date sent to President _______________________
President’s Signature _______________________________ Date sent to AVP Academic ____________________
Date of Affirmative Action Approval __________________ Date Candidate Accepts ______________________

Office of the Vice-President & Provost
November 2015