

Checklist for NEW Contractually Limited Appointment

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 (Provost office fills in)	<input type="checkbox"/>	<input type="checkbox"/>
2. Dean/Principal/Librarian's views of compliance with YUFA contract - rationale in support of candidate, research interests - rationale when recommending a York graduate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Draft letter of offer including salary, rank, teaching load, etc	<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. Copies of appointment advertisement and list of publications in which it appeared	<input type="checkbox"/>	<input type="checkbox"/>
7. The AA Officer or designate has been invited to meet with the hiring committee	<input type="checkbox"/>	<input type="checkbox"/>
8. A list of other initiatives taken to identify possible applicants	<input type="checkbox"/>	<input type="checkbox"/>
9. A copy of current Affirmative Action Plan for Hiring Unit & priorities for search	<input type="checkbox"/>	<input type="checkbox"/>
10. Signed report from Affirmative Action Officer - including a chart of ALL applicants with AA & citizenship self-identification Information and reasons for not moving forward applicants	<input type="checkbox"/>	<input type="checkbox"/>
11. Candidate's C.V. and cover letter (including AA and Citizenship forms)	<input type="checkbox"/>	<input type="checkbox"/>
12. 3 current signed letters from external referees (and where appropriate some identification of the qualifications of the referees)	<input type="checkbox"/>	<input type="checkbox"/>
13. Abbreviated files of other candidates on the short list - curriculum vitae, cover letter, 3 signed letters of reference - AA and Citizenship forms ***Note: If no Canadian(s) or NAFTA/CCFTA were shortlisted, also include CV of the top Canadian applicant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14. Letter of support/GPD report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Provost's Signature of Approval: _____ Date: _____

Date of Affirmative Action Approval : _____ Date Candidate Accepts : _____