

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: _____ STARTDATE: _____

STREAM: _____ POSITION NUMBER: _____

TENURE/CONTINUINGSTATUS (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 Office fills in - VPRI (in the case of CRCs)	<input type="checkbox"/> <input type="checkbox"/>	<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"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Draft letter of offer including salary range, rank, teaching load, etc.	<input type="checkbox"/>	<input type="checkbox"/>
4. Copies of appointment advertisements & list of publications in which they 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. A copy of current Affirmative Action Plan for Hiring Unit & priorities for this search	<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 - including a chart of ALL applicants with AA and citizenship self-identification information and reasons for not moving forward applicants	<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. C.V. & cover letter for candidate (including AA & Citizenship self-ID forms)	<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 shortlist - cover letter - and include AA & Citizenship forms - curriculum vitae - 3 signed letters of reference	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
***Note: If no Canadian(s) were shortlisted, also include the CV of the top Canadian applicant	<input type="checkbox"/>	<input type="checkbox"/>

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