

Recommendation of Appointment

All appointment files are submitted by Dean/Principal/University Librarian to the Vice-President Academic & Provost. Tenure stream and continuing librarian appointments must be approved by the President. The President will subsequently report to the Board of Governors for formal approval. Authority to approve contractually limited appointments has been delegated to the Vice-President Academic & Provost. <http://acadjobs.info.yorku.ca/>

A tenure-stream or contractually limited appointment file must contain the following elements (refer to the checklists for tenure/continuing appointments and for contractually limited appointments for details):

The Deans/Principal/University Librarian should, through their representative on Search Committees, ensure that Search Committees undertake a comparative evaluation of the research/scholarly/creative contributions of each candidate on the short list and an evaluation report should be part of the recommendation file going forward to the Dean/Principal/University Librarian and subsequently to the VPA&P.

Both the President and the Vice-President Academic & Provost look for a personal recommendation from the Dean/Principal/University Librarian in the matter of appointments. Before making a recommendation of a candidate to the VPA&P, the Dean/Principal/University Librarian is expected to undertake an independent assessment of the candidate. This may require that the Dean/Principal/University Librarian meet separately with the candidate. If there are weaknesses or imperfections in the candidate, the Dean/Principal/University Librarian should acknowledge them and explain why they are overridden by strengths. If there are doubts, the Dean/Principal/University Librarian should undertake some inquiries of his/her own, and include the results of those inquiries in the file. The Dean/Principal's recommendation letter to the recommendation file must include commentary on the research interests and agenda of the recommended candidate.

Generally speaking, the start date should be restricted to July 1 (or potentially January 1 as an alternative). Delays of a few months can sometimes be handled by using the typical July 1st start date in combination with a LOAWOP to cover the delay. Unusual start dates (anything other than July 1) and LOAWOPs at the start of an appointment should be approved by the Vice-President Academic & Provost prior to being agreed upon by the Dean and the candidate. Unusual start dates and leaves of absence without pay at the start of appointments have implications on the T & P clock and sabbatical credits and Deans should add something to the letter of offer that will clarify the situation. When a probationary member of faculty is appointed on January 1, she/he would move through pre-candidacy and candidacy as if the appointment had been effective on the following July 1st. In some cases, LOAWOPs can be used to accommodate the completion of a post-doc appointment at York. For more information, please contact the Office of the Vice-President Academic & Provost.

In order for the process to flow as smoothly as possible, the Dean/Principal/University

Librarian should forward two copies of each file to the Office of the Vice-President Academic & Provost. If the file is complete and the case convincing, one copy is sent to the Joint Committee on Affirmative Action (AA). Units should allow sufficient time for the Affirmative Action Committee to review with the file.

All recommendations for appointment are subject to review by the Affirmative Action Committee. The Committee examines the procedures used to pursue a policy of affirmative action in the hiring unit and examines each recommendation to ensure that a policy of affirmative action is embodied in that recommendation.

Presidential Approval

All tenure-stream full-time faculty appointments must be approved by the President. The President will subsequently take to the Board of Governors for formal approval. Once Presidential approval has been obtained, the Dean/Principal/University Librarian makes the formal offer. The formal offer of appointment **MAY NOT BE EXTENDED** until approval has been received. On occasion, a candidate will want something in writing, and it may be appropriate to send a letter saying that the Dean/Principal/University Librarian has made a recommendation that the candidate be appointed.

Major changes to the terms of an offer from the draft stage in the recommendation file to the offer stage must be approved by the Vice-President Academic & Provost. This includes, but is not limited to, significant changes in compensation level, sabbatical credits, start up allowances, etc. Normally, the Dean will not enter into exploratory discussions over salary and other terms with a candidate until the draft letter of offer has been approved by the Vice-President Academic & Provost. If the Dean wants to have such discussions with the candidate before that happens, he/she should provide the Vice-President Academic & Provost with an expected salary or salary range for approval.

Once a candidate has accepted or declined an offer, the Dean/Principal/University should immediately notify the Vice-President Academic & Provost. In the case of a candidate declining an offer, the reason for the decline should be reported to the Vice-President Academic & Provost, i.e., better offer/package elsewhere, personal reason, spouse unable to relocate, other obligations, etc.

Once appointed, our next responsibility in the process is to ensure that new appointees have a smooth transition into their positions. Particularly for young and inexperienced scholars, we have an obligation to assist with the development of their teaching skills and their research programs. Ensuring that new appointees do not undertake significant committee assignments is the minimum that academic administrators should do. New faculty members may be offered a reduced teaching load of 0.5 FCEs the first year in order to assist them in the establishment of their research programme. Protecting new appointees from a load which involves a large number of new preparations in the first year is also a sensible and minimal manoeuvre.

Offering of Appointment with/without Tenure

Candidates who do not have tenure or a continuing appointment in their current position will be offered an appointment without tenure at York. Normally, candidates who have tenure or a continuing appointment in their current position will be offered an appointment with tenure at York. For candidates who are not employed at a university, the equivalent of a peer-reviewed continuing appointment position is required before a York appointment with tenure can be considered.

In all cases, **an appointment offer with tenure must receive the prior approval of the Vice-President Academic & Provost and the President.** It has been agreed to by the Administration and YUFA to require the following process for recommendations of appointments with tenure: The hiring unit recommending an appointment with tenure must obtain three or more additional reference reports on the selected candidate from individuals who are not among the referees identified by the candidate for inclusion in the hiring file. At least one reference report must be from an individual employed at the candidate's current institution and all reports must contain comments on teaching, research and service. Unless there are exceptional circumstances, **these additional reference reports are to be part of the recommendation file coming forward from the Dean so that tenure is approved at the same time the recommendation for appointment is approved.**

There are on occasion cases where an applicant for an Assistant Professor position has received tenure and/or promotion between the time of applying and the file coming to the Vice-President Academic & Provost for approval. The appointment will be made at the posted rank and normally without tenure. The Dean may agree with the candidate to have an accelerated tenure/promotion process soon after the start date.

Appropriate Titles

As similarly described in Article 12.02 of the YUFA Collective Agreement, appointments in the Professorial Stream will carry the title (as appropriate, given the candidate's qualifications, experience and seniority): *Lecturer, Assistant Professor, Associate Professor, or Professor*. In the Alternate Stream, rank titles shall be: *Assistant Lecturer, Associate Lecturer or Senior Lecturer*.

Candidates being recommended for appointment who do not hold a PhD at the time in which the offer is to be made to them should be classified as Lecturer with automatic promotion to the appropriate rank upon completion and conferral of their PhD (exception, fields where the terminal degree is not a PhD).