UNIVERSITY APPOINTMENTS COMMITTEE (UAC) CHECKLIST

Instructions: To be completed by the Department and Dean and included in the complete file coming forward to the UAC.

Name of Recommended Candidate:								
Department:								
Type of appointment:		Tenure-track Lecturer Stream 9 month terminal 4 month terminal Other (e.g. Distinguished Visiting Professor)						
	Is the position to be cross-appointed (Article 10.1.24)? Yes No If the position is to be cross-appointed, provide the name of the secondary academic unit.							
	Are the primary and second for cross-appointment?	ary Academic Units in agreement with the Yes						
	opointment absence, retirement, resignati	on)						
Media in which position was advertised		Length of time ad appeared						
			-					
			-					
(Note: Lecturer	Stream positions need not ne	ecessarily be advertised in the national i	media)					
RESPONSE TO	O ADVERTISEMENT / OTHE	R APPLICANTS						
Total Number of applicants Number of Canadian applicants								
Number of app	licants who met minimum qua	alifications for position						
Number of can	didates on the short-list							

Did all the candidates who were invited come for an interview? Yes ____ No ____

If no, please explain:

Human Resources and Skills Development Canada requires that, if the recommended candidate is not a Canadian citizen or landed immigrant, that a reason or reasons be provided for those short-listed candidates who are Canadian or Permanent Residents as to why they did not meet the advertised job requirements.

CANDIDATE RECOMMENDED FOR APPOINTMENT

	Dean's recommendation				
	Department's recommendation, including rationale for the candidate's suitability				
	for the appointment				
	Number of eligible voting faculty (as per Article 10.1.20.h)				
	Number of eligible voting member in favour of the recommendation				
	Candidate's letter of application (as per Article 10.1.20.b.i)				
	Curriculum vitae (as per Article 10.1.20.b.i)				
	Original or copy of transcripts				
	Teaching evaluations				
	Copy of the position advertisement (as per Article 10.1.20.b)				
	External letters of reference (at least 3) as per Article 10.1.20.b.i from:				
Name	Affiliation				

Recommended Step / Rank (in accordance with Articles 10.1.20.b.i and 10.1.20.h, provide clear rationale)

CREDIT GIVEN FOR PREVIOUS EXPERIENCE

(see articles 10.1.30 b and c)

(Specify name of institution, # of years' credit / how credit was calculated)

	Institution(s)	# of years (full-time) or courses (part-time)	# of years credit recommended	Chair / Dept. comments
Pre-Ph.D. teaching				
Post-Ph.D. teaching				
Post-doctoral fellowship				
Relevant Professional experience (specify)				

NOTE: Credit for full or part-time teaching done before the completion of a Ph.D. is given on the Lecturer scale. Credit for post-Ph.D. teaching counts on the Assistant scale. Part-time teaching should be converted to full-year equivalencies by dividing the total number of courses taught by five.

Department comments

Dean comments

Positive Action to Improve the Employment of Women, Aboriginal Peoples, Visible Minorities, and People with Disabilities

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Yes No

Within the context of this hire and relative to Article 10.4 of the Collective Agreement, please describe consideration given in the hiring process of positive action undertaken to improve the employment of women, aboriginal peoples, visible minorities or people with disabilities.

In accordance with Article 10.4.4 the Selection Committee included at least one member from one of the groups specified in Article 10.4.1 (women, aboriginal peoples, visible minorities, and people with disabilities)

Signature of Chair

Signature of Dean of Faculty

Date: _____

Date: _____