

REQUEST TO RECRUIT FOR AN ACADEMIC APPOINTMENT

This form must be completed for all tenure track, regular term and teaching term appointments. A separate form must be completed for each position being requested. **If this request is to convert a regular-term appointment to a tenure-track appointment, please disregard the Advertising Section.**

Position Information		
Position No.	Rank to be advertised:	
Faculty/School:	Department/Discipline:	
<u>Faculty Appointment</u>	<u>Librarian Appointment</u>	<u>ASM-CE/ASM-CFE Appointment</u>
<input type="checkbox"/> Tenure	<input type="checkbox"/> Tenure	<input type="checkbox"/> Permanent
<input type="checkbox"/> Tenure-Track	<input type="checkbox"/> Tenure-Track	<input type="checkbox"/> Term
<input type="checkbox"/> Chair Duration _____	<input type="checkbox"/> Regular Term	<input type="checkbox"/> Probationary
<input type="checkbox"/> Regular Term		
<input type="checkbox"/> Teaching Term		
<input type="checkbox"/> Spousal Primary Appointment Name & Unit _____		
Rationale		
Re-allocation through:		
New Allocation <input type="checkbox"/> Retirement* <input type="checkbox"/> Resignation* <input type="checkbox"/> Leave <input type="checkbox"/> Conversion from Regular Term to Tenure-Track <input type="checkbox"/>		
ASM being replaced:	Rank:	
For externally funded positions (i.e., Chair) identify base-funded position currently vacant or future (1-2 years) vacancy:		
Incumbent:	Unit:	Anticipated Leave Date:
*Attach copy of resignation/retirement letter		
Expected Hire Date:	End Date (for Regular Term):	
Financial Information		
Source of Funds: Operating. <input type="checkbox"/> Cost-shared with another unit <input type="checkbox"/> .External <input type="checkbox"/>		
FOAPAL(S) Fund _____	Orgn _____	Acct _____ Program _____ % _____
FOAPAL(S) Fund _____	Orgn _____	Acct _____ Program _____ % _____
<input type="checkbox"/> Possibility of Market Differential with hire		
If External: External Funding Source: _____ Duration of Funding: _____		
If excluded from University Salary Inventory, identify how position will be funded, including base salary, benefits & future increases (negotiated increases & steps):		

Note: Turnover-recovery will apply to all re-allocated positions based on the departure of a tenure track or tenured faculty member/librarian effective September 1, 2012.		
Resource Implications		
<input type="checkbox"/> Rationale to fill the position is attached. (Academic Unit Staffing Plan & Annual Hiring Plan)		
<input type="checkbox"/> Office space and lab space (if required) are available within my unit to support this position.		

Recruitment Process

RECRUITMENT PROCESS:

1. Academic Unit/University Librarian prepares Request to Recruit form.
2. Form is submitted to Vice-President (Grenfell Campus) for approval.
 - VPA Reference No. assigned
 - Draft ad reviewed and form is returned to unit.
3. Proceed with advertising (Article 7.18)
 - 12 months or > University website and nationally distributed printmedium
 - 4-8 months University website and Telegram and Western Star
 - E-mail departments at each Canadian university
4. Search Committee (Article 7.21)
 - Review applications for Canadian Citizens and Permanent Residents
 - Compiles short-list
5. Submit Shortlist to Joint Equity Committee Complete EE Form
6. Following approval by JEC proceed with interviews
7. Candidate selected
 - Recommendation For Academic Appointment Form
8. Immigration Process – Foreign Academics
 - Information on the selection process to be submitted to Office of Faculty Relations
9. VPG Office
 - Approval and notification to the candidate. Office of Faculty Relations issues letters of appointment for 4, 8 and 12 month appointments; VP (Grenfell Campus) Office issues letters of appointment for 2 - 3 year contractual positions and tenure-track positions.
10. Office of Faculty Relations submits application to HRSDC

Revised August 2018