

## RECOMMENDATION FOR ACADEMIC APPOINTMENT (FACULTY, LIBRARIAN, ASM-CE APPOINTMENTS)

Vice-President's Reference #	VPGC	-					-				-			
<b>Personal Information</b>														
Surname:					Given Name/s:					Rank:				
Address:														
City:				Province:						Postal Code:				
Telephone: ( )					Alternate Telephone: ( )					Fax: ( )				
E-mail:							Alternate e-mail:							
Eligible to Work in Canada:			Yes		No		Highest Degree Obtained:				Year Obtained:			
<b>Appointment Information</b>														
<u>Faculty Appointment</u>					<u>Librarian Appointment</u>					<u>ASM-CE/ASM-CFE Appointment</u>				
Tenure					Tenure					Term				
Tenure-Track					Tenure-Track					Probationary				
Regular Term					Regular Term					Permanent				
Reappointment														
11.04 Appointment														
Teaching Term														
Spousal Appointment														
CRC Appointment														
Tier I														
Tier II														
Externally Funded Chair					Length of Term: _____					Funding Source: _____				
Rank:					Department/Faculty/School: <small>(if joint appointment, please indicate split across unit)</small>									
Start Date:							End Date:							
<b>Salary Information</b>														
Calculation of factors:	For Highest Degree	For Rank	For Prior University Experience	Other Relevant Experience	Total									
Department calculation														
Faculty Relations calculation														
Base Salary: \$							Base Salary Approved by:							
Steps of Market Differential:					Total Market Differential: \$									
Career Awards/Named Chair: \$					Administrative Stipend: \$									
Total Salary: \$					FOAPAL									
					-					-				

This information is collected to administer Payroll. It is required for payment purposes and becomes part of your personnel record. If you have any questions about the collection or use of this information, please contact the Director of Academic Support Services at 709-864-8246.

**Appointment Procedure Information**

**Attach a copy of the advertisement for this position.**

Publications in which Position was advertised ( journals, newspapers, conferences)	Dates of Advertising ( including how long the position was advertised)

Were any persons specifically invited to apply? Were they Canadians or Permanent Residents of Canada?

**Selection Committee**

Committee	Name	Department	Positions
Chairperson			
Committee Members			

**Special Conditions to be Included in Letter of Appointment**

- Requirement to finish doctorate before extension or tenure can be granted
- Required** for all 11.04 hires a written statement from supervisor regarding status in doctoral program
- Credit toward first sabbatical
- Credit toward tenure (in accordance with Clause 11.01)
- Exception to standard relocation expenses
- Research/teaching area expectations
- Commitment to pursue spousal appointment

Other Special Conditions/Employment Expectations:

**Relocation**

Yes      No      Relocation will be provided in accordance with Clause 31.70-31.73 of the MUNFA Collective Agreement. For the University's Policy on moving household goods, you should consult the policy relating to Travel Relocation and Removal on the following website: <http://www.mun.ca/policy/site/home.php> {Insert "Relocation and Removal" in the search box.}

Percentage of eligible moving expenses approved: \_\_\_\_%

Additional Allowance: \_\_\_\_\_

**Certification of Appointments Process**

I Certify that:

All relevant obligations of the Collective Agreement have been followed in formulating this recommendation.

The candidate has an adequate command of the English language to teach and function at MUN.

The candidate has been given a copy of the Collective Agreement and the University policy on moving expenses.

The candidate has been given a written statement notifying him or her of the need to determine eligible moving expenses and eligible years towards sabbatical leave in accordance with the collective agreement.

I am satisfied with the authenticity of the copy of the highest degree (and, in the case of professional qualifications, documentation of those qualifications) attached to this form. If these are not certified copies, then I will ensure that certified copies are provided to Human Resources within one month of the appointment commencing.

Have all the provisions of Article 29 Employment Equity of the Collective Agreement with MUNFA been followed?

If the position is for 12 months or longer a final reference check has been conducted via telephone with the equivalent of the department head at the last place of employment or, if the candidate is currently a graduate student, with the supervisor (even if that person has provided a written reference.) **Ensure you seek the candidate's permission to contact final referee.**

I have asked:

- (a) Is there anything about the candidate that might make him or her unsuitable for a position?
- (b) Is there anything about which you might be hesitant to put in a letter of reference?

and I recommend this appointment.

Brief explanation of the recommendation for the Board of Regents.

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I recommend this appointment

I and the Office of the AVP (Research & Graduate Studies) have agreed to share start up funding of up to \$ \_\_\_\_\_

\_\_\_\_\_  
(Dean)

\_\_\_\_\_  
yy/mm/dd

**Vice-President (Grenfell Campus) Approval**

I have reviewed and support the recommendation.

\_\_\_\_\_  
Vice-President (Grenfell Campus)

\_\_\_\_\_  
yy/mm/dd

**FOREIGN ACADEMIC RECRUITMENT SUMMARY**

University:	Faculty:	Department:
Specialization:	Rank:	Annual Salary:

Job Description Attached

Job Requirements Attached

Copies of all advertisements

CANADIAN RECRUITMENT SUMMARY		FOREIGN RECRUITMENT SUMMARY	
No. of Applicants		No. of Applicants	
No. of Applicants interviewed		No. of Applicants Interviewed	
No. of Applicants Offered a Position		No. of Applicants Offered a Position	
No of Applicants Declined a Position		No. Of Applicants Declined a Position	

FOREIGN WORKER (SUCCESSFUL CANDIDATE)		
Last Name	First Name	Citizenship

**TOP THREE CANADIAN/PERMANENT RESIDENT APPLICANTS**

Applicant # 1 Reason:

Applicant did not meet advertised job requirements \_\_\_\_\_

OR

Applicant met advertised job requirements was interviewed did not meet selection standard offered the position and declined Reason: \_\_\_\_\_

was not interviewed \_\_\_\_\_

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Applicant # 2 Reason:

Applicant did not meet advertised job requirements \_\_\_\_\_

OR

Applicant met advertised job requirements was interviewed did not meet selection standard offered the position and declined Reason: \_\_\_\_\_

was not interviewed \_\_\_\_\_

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Applicant # 3 Reason:

Applicant did not meet advertised job requirements \_\_\_\_\_

OR

Applicant met advertised job requirements was interviewed did not meet selection standard offered the position and declined Reason: \_\_\_\_\_

was not interviewed \_\_\_\_\_

**RECRUITMENT APPROVAL**

Recommended By: \_\_\_\_\_ Date \_\_\_\_\_

Name/Title \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Vice-President (Grenfell Campus)

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

HRSCD \_\_\_\_\_

DOCUMENTATION: Please attach a written request from a senior official at the institution stating the conditions that led to the vacancy.