

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) |
|---|---|
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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.

(Department Head/Dean /University Librarian/ Deputy Provost)

yy/mm/dd

Dean/Director/University Librarian/Deputy Provost Comments & Signature

Brief explanation of the recommendation for the Board of Regents.

I recommend this appointment

I and the Office of the Vice-President (Research) have agreed to share start up funding of up to \$ _____

(Dean/ University Librarian/Deputy Provost)

yy/mm/dd

Provost and Vice-President (Academic) Approval

I have reviewed and support the recommendation.

Provost and Vice-President (Academic)

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 _____

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 _____

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 _____

Provost and Vice-President (Academic)

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.