

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

Vice-President's Reference # VI				-					-						-				
Personal Information																			
Surname: Giv				Siven Name/s: Rank:															
Address:																			
City: Province:):	Postal Code:															
Telephone: ()				Iternate	e Tele	ephon	e: ()		•			Fa	ıx: ()				
E-mail: Alternate e-mail:																			
Eligible to Work in Canada: Yes			es	No Highest Degree Obtained:				Year Obtained:											
Appointment Inf	formatio	n																	
Faculty Appointm	<u>ient</u>			Librarian Appointment				<u>A</u>	ASM-CE/ASM-CFE Appointment										
Tenure				Tenu	re						Term								
Tenure-Track				Tenu	re-Tra	ack					F	roba	atio	nary					
Regular Term				Regu	lar Te	erm					F	erma	ane	ent					
Reappointme	ent																		
11.04 Appoin	itment					-							the	e nun	nber o	f cour	ses	to be	e
Teaching Term			tau	If this is a teaching term appointment of 4, 8 or 12 months the number of courses to be taught: Fall Winter Spring/intersession/Summer															
Spousal Appointr	nent																		
CRC Appointmen	nt		Is this person working elsewhere in the University? Yes No If yes,																
Tier I			wh	where? University Retiree? Yes No															
Tier II																			
Externally Funder	d Chair		Leng	ength of Term: Funding Source:															
Rank:								/Scho		te soli	t acros	s unit	t)						
Start Date:							End						-/						
Salary Informati	on																		
Calculation of For Highest				For R	ank		Fo	r Prio			/	Othe					T	otal	
factors:	Deg	gree						Expe	erienc	e		EX	pe	rienc	e				
Department	Department																		
calculation																			
Faculty Relations																			
calculation	calculation																		
Base Salary: \$	Base Salary: \$ Base Salary Approved by:																		
Steps of Market Differential:				Total	Mark	et Dif	ferent	ial: \$											
Career Awards/Named Chair: \$				Admi	nistra	tive S	tipeno	d: \$											
Total Salary: \$				FOAP	AL				-				-				-		

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.

	e Information			
Attach a copy of the adv	vertisement for this posit	ion.		
	ch Position was advertised spapers, conferences)		Dates of A ding how long the	dvertising position was advertised)
Vere any persons specifi	cally invited to apply? We	e they Canadians or	Permanent Resider	nts of Canada?
Selection Committee				
Committee	Name	Depa	irtment	Positions
Chairperson				
Committee Members				
_				
Requirem	e Included in Letter of Ap	pre extension or tenur	0	tatus in destoral program
Requirem Required Credit tov Credit tov Exception Research	-	ore extension or tenur en statement from sup with Clause 11.01) penses	0	status in doctoral program
Requirem Required Credit tov Credit tov Exception Research Commitm	nent to finish doctorate before for all 11.04 hires a written ward first sabbatical ward tenure (in accordance on to standard relocation expectation h/teaching area expectation	ore extension or tenur en statement from sup with Clause 11.01) penses ns ointment	0	status in doctoral program
Requirem Required Credit tov Credit tov Exception Research Commitm	nent to finish doctorate befor <u>d</u> for all 11.04 hires a written ward first sabbatical ward tenure (in accordance in to standard relocation ex in/teaching area expectation ment to pursue spousal app	ore extension or tenur en statement from sup with Clause 11.01) penses ns ointment	0	status in doctoral program
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Requirem Requirem Credit tow Credit tow Credit tow Exception Research Commitm Other Special Conditions/ Commitm Relocation Yes No F Agreement. For the Unive	hent to finish doctorate before for all 11.04 hires a written ward first sabbatical ward tenure (in accordance in to standard relocation ex- in/teaching area expectation hent to pursue spousal app //Employment Expectations Relocation will be provided ersity's Policy on moving hon the following website:	in accordance with Cl ousehold goods, you	ervisor regarding s ause 31.70-31.73 c should consult the	of the MUNFA Collective policy relating to Travel
Requirem Requirem Credit tow Credit tow Credit tow Exception Research Commitm Other Special Conditions/ Other Special Conditions/ Commitmed Commitmed Relocation Relocation Yes No For Regreement. For the University Relocation and Removal of Removal" in the search bo	hent to finish doctorate before for all 11.04 hires a written ward first sabbatical ward tenure (in accordance in to standard relocation ex- in/teaching area expectation hent to pursue spousal app //Employment Expectations Relocation will be provided ersity's Policy on moving hon the following website:	in accordance with Clause 11.01	ervisor regarding s ause 31.70-31.73 c should consult the	of the MUNFA Collective policy relating to Travel

I am activities with the authenticity of the eany of the highest degree (and	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 i	n 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 & Sign	nature							
Brief explanation of the recommendation for the Board of Regents.								
L recommend this appointment								
I recommend this appointment								
	tart up funding of up to \$							
I recommend this appointment I and the Office of the Vice-President (Research) have agreed to share s	tart up funding of up to \$							
	tart up funding of up to \$							
	tart up funding of up to \$							
	tart up funding of up to \$							
I and the Office of the Vice-President (Research) have agreed to share s								
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I and the Office of the Vice-President (Research) have agreed to share s (Dean/ University Librarian/Deputy Provost) Provost and Vice-President (Academic) Approval								
I and the Office of the Vice-President (Research) have agreed to share s								
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I and the Office of the Vice-President (Research) have agreed to share s (Dean/ University Librarian/Deputy Provost) Provost and Vice-President (Academic) Approval I have reviewed and support the recommendation.	yy/mm/dd							
I and the Office of the Vice-President (Research) have agreed to share s (Dean/ University Librarian/Deputy Provost) Provost and Vice-President (Academic) Approval								

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

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

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

I Certify that:

FOREIGN ACADEMIC RECRUTMENT SUMMARY

FOREIGN WORKER (SUCCESSFUL CANDIDATE)

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

Last	Name		First Name	Citizenship	
TOF	P THREE CANADIAN/PE	RMANEN	IT RESIDENT APPLICANTS		
Appl	icant # 1	Reason:			
	Applicant did not meet				
	advertised job requirements	S			
OR					
	Applicant met advertised job requirements was interviewed		did not meet selection standard	offered the position and declined	
			Reason:		
	was not interview	ved			
Appl	icant # 2	Reason:			
OR	Applicant did not meet advertised job requirements	6			
	Applicant met advertised job requirements was interviewed		did not meet selection standard Reason:	offered the position and declined	
	was not interview	ved			
Appl	icant # 3	Reason:			
OR	Applicant did not meet advertised job requirements	6			
	Applicant met advertised job requirements was interviewed		did not meet selection standard	offered the position and declined	
			Reason:		
	was not interview	/ed			

RECRUITMENT	APPROVAL		
Recommended E	Sy:		
	Name/Title	Date	
Approved By:			
	Provost and Vice-President (Academic)		Date
Approved By:			
•	HRSCD	Date	

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