



REQUEST TO RECRUIT FOR AN ACADEMIC APPOINTMENT

This form must be completed for all tenure track, regular term and teaching term (greater than 12 months) 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 (>12 months) | | |
| <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. | | |

Approvals

I understand that I must inform all prospective hires with whom I am negotiating conditions of employment that my negotiations notwithstanding, only the Provost and Vice-President (Academic) may make legally binding offers of employment.

Department Head Deputy Provost/Dean/Director/University Librarian Date

Provost and Vice-President (Academic) Approval

I have reviewed the above request and

Authorize Do not authorize Conditionally authorize, subject to

Provost and Vice-President (Academic) Date

Expiration of Request

Should an appointment not be made by the date indicated below, a new request must be submitted. Please note that the termination of the request does not indicate a cancellation of the approval to conduct a search.

Request will terminate _____

This approved copy must be attached to the Recommendation for Academic Appointment

VPA Reference Number

TO BE ASSIGNED BY THE OFFICE OF THE PROVOST & VP (ACADEMIC):

VPA - - -

VPA REFERENCE NUMBER

This number must be used on all appointment-related forms and documentation, including the advertisement, the Joint Equity Committee Appointment Review Procedure form, and the Recommendation for Academic Appointment.

Following Provost & Vice-President approval, copies forwarded to:

- Dean of requesting Faculty/School/University Librarian
- Director of Faculty Relations
- Associate Director of Academic Budgets
- Office of Vice-President (Research)

Advertising for Position (Attach copy of the proposed advertisement)

REQUIRED STATEMENTS TO BE INCLUDED IN ALL ADVERTISEMENTS:

Memorial University is committed to employment equity and encourages applications from qualified women and men, visible minorities, aboriginal people and persons with disabilities.

All qualified candidates are encouraged to apply; however, Canadian Citizens and permanent residents will be given priority.

POSITION TO BE ADVERTISED IN:

Appointments for a period of one (1) year or more approved for search shall be advertised by the University on its website and in one (1) or more nationally-distributed print and/or electronic media selected so as to provide broad exposure to the position for potential applicants.

Nationally-distributed print and/or electronic medium: CAUT Bulletin University Affairs

Listserv/Journals/Other Publications _____

Targeted Internet/Email Advertising _____

A copy of the advertisement shall be sent to the Faculty Association and the Joint Equity Committee.

Recruitment Process

RECRUITMENT PROCESS:

1. Academic Unit/University Librarian prepares Request to Recruit form.
2. Form is submitted to Provost and VPA 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 print medium
 - 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. Provost and VPA Office
 - Approval and notification to the candidate
10. Office of Faculty Relations submits application to HRSDC

Revised July 2017