

CHECKLIST FOR FACULTY APPOINTMENT

“TENURE-TRACK”

Candidate's Name: Department:
ID Number: Position Number:
Proposed Rank: CPSO #
Start Date: End date:

Canadian/Permanent Resident Foreign Worker

PACKAGE FOR FHS FACULTY RELATIONS

Department/School's Letter of Recommendation addressed to the Dean

Accepted Preliminary offer

Fully signed Annual Personnel Agreement (if applicable)

Fully signed [Mutually Agreed Responsibilities](#) (R4) + **1 copy**

Approved [Permission to Recruit](#)

Copy of Advertising/List of Advertising Locations

Itinerary/[List of interviews](#) /Letters from Interviewers

Letters of Reference (minimum of 3)

[Curriculum Vitae](#)

Approved Impact Analysis (if applicable)

[Foreign Worker Documentation](#)

Please note:

Incomplete submissions will be returned

Please allow 4-6 weeks for processing and approval



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“TENURE-TRACK”

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Department:

Proposed Rank:

Start Date:

End date:

PACKAGE FOR PROVOST

Department/School's Letter of Recommendation addressed to the Dean

Accepted Preliminary offer

Approved [Permission to Recruit](#)

Copy of Advertising/List of Advertising Locations

Itinerary/[List of interviews](#) /Letters from Interviewers

Letters of Reference

[Curriculum Vitae](#)



CHECKLIST FOR FACULTY APPOINTMENT

“TENURE-TRACK”

Candidate's Name:

Department:

ID Number:

Position Number:

Proposed Rank:

Start Date:

End date:

PACKAGE FOR FINANCE

[Payroll Authorization](#) (Green Form)

[RMA](#) (Yellow Form) (if applicable)

Accepted Preliminary offer

Fully Signed Annual Personnel Agreement (if applicable)

[HR Event Form](#)



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Start Date:

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Canadian/Permanent Resident

Foreign Worker

PACKAGE FOR HR

Accepted Preliminary offer

[Curriculum Vitae](#)

[Employee Contact and Deposit form](#)