

<p align="center">General Search and Hire Process Overview</p>	<p align="center">Appointment with Tenure at the Rank of Associate Professor</p>	<p align="center">Appointment with Tenure at the Rank of Full Professor</p>
<p>Step 1 Read relevant policies (see <i>The Policy and Procedures on Academic Appointments</i>)</p> <p>Step 2 Obtain approval to search from the Provost's Office</p> <p>Step 3 Form the search committee and review search committee documentation</p> <p>Step 4 Plan proactive recruitment strategy</p> <p>Step 5 Create the advertisement for the position</p> <p>Step 6 Review applications (Canadians) and create shortlist</p> <p>Step 7 Arrange for visits by shortlisted candidates</p> <p>Step 8 Prepare Appointment Dossier</p> <p>Step 9 Submit dossier to Provost's Office for approval</p> <p>Step 10 Return a copy of signed back letter of offer to the Provost's Office with Completion of Offer form</p> <p>Step 11 If candidate is non-Canadian complete Foreign Academic Recruitment Summary and Foreign Worker Information Sheet</p>	<p>Follow Steps 1 to 7 outlined to the left, once candidate is chosen:-</p> <ul style="list-style-type: none"> • Appointments at the rank Associate Professor with tenure follow the regular procedures for tenure. • Form Tenure Committee, Internal Reading and Teaching Committees, distinct from Search Committee • Gather materials for dossier including letters from external referees and evidence of teaching effectiveness • Prepare Summary of Evidence for candidate. • Arrange committee meetings. • Prepare tenure dossier and Statement of Evidence for submission to the President • Letters of offer can be given to candidate before the President has approved the appointment as Professor with tenure. Note: The President can still not accept the appointment. • Return to Step 8 	<p>Follow Steps 1 to 9 outlined to the left and include the following in the appointment dossier:-</p> <ul style="list-style-type: none"> • In addition to the documentation outlined above, the Appointments Dossier should also include a minimum of six letters on research and scholarship and two letters on teaching. • The complete Appointments Dossier is sent to the Dean of the Faculty and to the Dean of the School of Graduate Studies for approval. • These approvals and the appointments file are submitted to the Provost's Office for review and approval by the President. • Formal letters of offer should not be made until the President has approved the appointment as Professor with tenure. <p>Return to Step 10.</p>