

Checklist for Approving Requisitions

Below are the elements which must be included in all academic requisitions. Approvers should carefully review the entire requisition to ensure completeness before any job is forwarded to the Provost's Office for final approval.

IMPORTANT: Ensure that the Approver, Provost Office account is second [on the approval path](#). If the Provost's Office is not included [REJECT the requisition](#) and instruct the ASA to reset the approval path to include the Approver, Provost Office account.

Please consult the accompanying sample requisition for the locations of these elements. Both a PDF and a "live" UTORecruit version of a requisition which include some corrected common errors are provided for reference.

If required elements are not completed properly we recommend you contact the ASA to make corrections or "reject" the requisition and list the required changes in the comments. Instructions for Approvers are located at <http://www.aapm.utoronto.ca/utorecruit-academic-recruitment>. If you require assistance contact academic.jobs@utoronto.ca.

- Check the requisition against the approved position in the complement plan for:
 - Stream (tenure, teaching, clinical, CLTA etc)
 - Rank (must correspond with stream)
 - Area of specialization (e.g. History of China or Entomology)
 - Start date of position
 - Academic search year (see your complement plan/search approval)
 - Department/Faculty/Division
 - Search Committee Chair (Hiring Manager in the requisition)
- Does the template of the requisition (which populates a number of fields) match:
 - The approved position in the complement plan
 - The text of the job advertisement
- Ensure the text of the job advertisement has the following elements. Please consult the [Model Job Posting](#) for wording.
 - Written in narrative form: no point form, no headings, no bullets.
 - Instructions require at least 3 letters of reference (not just names of referees) and letter submission instructions (including email and/or mailing address)
 - Advertisement asks for a C.V.
 - Advertisement uses the language of demonstrated excellence
 - Includes mandatory text: *Salary is commensurate with qualifications and experience*
 - Open until filled positions include a date when the committee will begin reviewing applications
 - Closing date is at least 30 days after posting but not longer than 365 days to comply with HRSDC requirements
 - Application instructions are for online applications only (exceptions: Law, Math, Computer Science and Economics which have approved alternatives)
 - URL included for department website at the bottom of the description
 - Spelling and grammar are correct