Step-by-Step Appointment File Guide

(previously *Appointments Checklist*)

This checklist refers to all tenure-stream, continuing status teaching-stream and 3+ year CLTA appointments. Note: appointments at the rank of Professor must be with tenure, and forwarded with the approval of the division head and the Dean of the School of Graduate Studies, see checklist for [Professor with Tenure](https://www.aapm.utoronto.ca/academic-administrative-procedures-manual/templates/#recruitment).

This guide is intended to assist search committee chairs in keeping track of the steps required for putting together an appointment file. For specific details on the materials submitted to the Vice-Provost, Faculty and Academic Life (VPFAL), see section D.

1. Prior to Active Recruitment

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| Approval to search has been obtained from the Vice-President and Provost | □ |

1. The Recruitment Process
2. Advertisements

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| Position advertised in *University Affairs* | □ |
| Position advertised in *CAUT Bulletin* and other professional journals as appropriate | □ |
| Inclusion of equity statement in all ads | □ |
| Inclusion of Service Canada statement | □ |
| Announcement of vacancy sent to “all the corresponding divisions or departments in other Canadian universities” (PPAA, I.5.i.) | □ |

1. Special efforts to draw the position to the attention of the four designated groups

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| Advertisements placed in specialized journals, newspapers, list servers etc., directed to women, and where possible, to members of the other three designated groups | □ |
| Letters and other communications targeted to members of these groups | □ |
| Personal networking targeted to members of these groups | □ |
| Measures taken to ensure the candidate pool is sufficiently large | □ |

1. The Hiring Process
2. Composition of the search committee

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| Search committee chaired by dean or divisional/departmental chair | □ |
| In the case of a cross-appointment, and for graduate appointment the head of the other area/division represented | □ |
| Member of under-represented gender if applicable and/or member of other designated groups | □ |
| Decanal or provostial assessor on committee | □ |
| For teaching stream positions, at least one committee member at the rank of Associate Professor, Teaching Stream | □ |
| Each member of committee received copy of Information for Search Committees | □ |

1. Documentation

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| Documentation for each candidate includes: a current curriculum vitae and several letters of recommendation (based on minimum number specified in advertisement) | □ |

1. The Short List

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| Adequate number of candidates short listed (usually three) | □ |

1. Review of the Appointment File by the Provost’s Office

The appointment file is submitted to the Vice-Provost, Faculty and Academic Life (VPFAL) through email to [academic.hr@utoronto.ca](mailto:academic.hr@utoronto.ca), by the Division head for approval before the letter of offer is sent to candidate. The appointment file forwarded to VPFAL should include a detailed report on the search (using template) and these supporting materials, in the following order:

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| 1. Compilation of Statistics for Academic Appointments | □ |
| 1. The division head’s approval of the Chair’s recommendation 2. Approval of the relevant division head in the case of a cross-appointment 3. Concurrence of the graduate chair where applicable | □  □  □ |
| 1. Search report, following template (template can be requested from VPFAL) | □ |
| 1. Candidate’s CV | □ |
| 1. At least 3 letters of reference | □ |
| 1. CV and letters of reference of the most qualified candidate of the under-represented gender not chosen | □ |
| 1. Copies of all advertisements from the original publication with the relevant name and date of publication | □ |
| 1. CVs and letters of reference of the top three Canadians not chosen (only necessary if top candidate is non-Canadian) | □ |
| 1. CVs and letters of reference for other short-listed candidates | □ |
| 1. Spreadsheet listing all Canadian and Canadian PR applicants with corresponding exclusion rationales for each candidate (submitted as Excel doc; only necessary if top candidate is non-Canadian) | □ |
| 1. Draft Letter of Offer (submitted as Word doc) | □ |

1. Formal Notification of the Candidate

The letter of offer should not go forward to the candidate until the appointment is approved by the Provost. Once the appointment has been approved by the Provost, the letter of offer may be sent to the candidate.

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| Approval received from VPFAL | □ |
| Letter of Offer sent to candidate | □ |

1. Completion of Offer

Once the candidate has made a decision with respect to the offer, the [Completion of Offer for Academic Appointments](https://www.aapm.utoronto.ca/wp-content/uploads/sites/129/2017/08/completion-of-offer-academic-appts.pdf) form should be completed and sent to VPFAL.

**Purpose: Immigration support and other central services provided by VPFAL are not initiated until the Completion of Offer Form has been submitted. Please do not omit this step for any candidate.**

Offer declined □

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| Form completed and sent to VPFAL | □ |

Offer accepted □

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| Form completed | □ |
| Signed letter of offer attached | □ |
| If candidate is non-Canadian, also include Foreign Academic Recruitment Summary | □ |
| Documents sent to VPFAL ([academic.hr@utoronto.ca](mailto:academic.hr@utoronto.ca) in all cases; and [faculty.immigration@utoronto.ca](mailto:faculty.immigration@utoronto.ca) if candidate is non-Canadian) | □ |