



Checklist for Appointment at Rank of Full Professor

This checklist is for appointments at the rank of Full Professor. Appointments at the rank of Full Professor are made with tenure and dossiers should be forwarded to the Office of the Vice Provost, Faculty and Academic Life with the approval of the division head and the Dean of the School of Graduate Studies.

Appointment Dossier

A. The appointment dossier is forwarded to the Vice-Provost, Academic and Faculty Life, Room 103 McMurrich Building, 12 Queen's Park Cres., by the Division head for approval *before* the letter of offer is sent to candidate. The appointment dossier forwarded to the Vice-Provost should include a detailed report on the search (see below) and the following:

1. A copy of the *draft* letter of offer.
2. *Copies of all advertisements* from the original publication with the relevant name and date of publication.
3. The candidate's CV *and at least 3 letters of reference*.
4. The CVs and letters of reference for *other short-listed candidates*.
5. The CV and letters of reference of the most qualified candidate *of the under-represented sex* not chosen.
6. The CV and letters of reference of the top three rated Canadians not chosen.
7. The *Compilation of Statistics for Academic Appointments* showing the number of male and female applicants, and number of visible minorities, aboriginal and disabled applicants.

B. The report on the search from the division should include:

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.
4. The membership of the committee.
5. The names of the persons on the short list.
6. The recommendation of the search committee, the degree of consensus reached in the search committee and the reason for the selection of the individual over other candidates on the short list.

7. A description of the ways in which the search committee informed itself of issues of diversity when developing the short-list.
8. A description of special efforts taken to draw the position to the attention of the four designated groups.
9. In cases where the short list does not contain candidates from both sexes: the name of the highest ranked candidate from the under-represented sex and an explanation of why he/she was not short-listed.
10. Where the short-list contains a candidate from the under-represented sex and that candidate is not chosen, a statement indicating why the candidate of the under-represented sex was not chosen.
11. Comment, to the best of one's knowledge, on the presence or absence of visible minority members, aboriginal persons, and persons with a disability, in the applicant pool and on the short list.
12. Where, to the best of one's knowledge, the short-list contains minority members, aboriginal persons, or persons with a disability, and these candidates were not chosen, a statement indicating why they were not selected.
13. If a non-Canadian is being recommended for the position, reasons should be given why each of the top three Canadians was not selected.
14. Any special arrangements or conditions of employment, e.g., date of tenure consideration, leave arrangements, etc.
15. Justification of the proposed starting salary.

C. *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 (normally within 24 hours), the letter of offer may be sent to the candidate.

D. *Completion of Offer*

Once the candidate has made a decision with respect to the offer, the *Completion of Offer for Academic Appointments* form should be completed and sent to the Provost's Office.

Offer Declined

Form completed and sent to Provost's Office

Offer Accepted

Form completed and sent to Provost's Office including:-

Signed back letter of offer attached

For non-Canadians:-

Foreign Worker Information Sheet and Foreign Academic Recruitment Summary

N.B.: *Funding for positions will not be released unless the Completion of Offer Form has been submitted.*

Tenure Dossier

The tenure dossier accompanies the appointment dossier. It is processed in the Office of the Vice Provost, Faculty and Academic Life before being sent to the President for his approval. Along with the appointment file, the dossier must receive the approval of the division head and the Dean of the School of Graduate Studies.

Once an appointment at full rank has been recommended, the head of the division should forward the entire appointment file (including the tenure dossier) to the Dean of the School of Graduate Studies and from there to the Provost. The file should contain:-

1. The division head's approval of the Committee's recommendation.
2. The approval of the Dean of the School of Graduate Studies
3. Six letters of reference from independent senior scholars of international stature
4. A brief biography of the referees.
5. Two letters which specifically address undergraduate and graduate teaching/supervision
6. Where possible further teaching documentation (e.g. letters from graduate students).

Every appointment at the rank of Professor requires the approval of the President. The candidate is not to be given a formal written offer of the position until the President has approved the recommendation for appointment as Professor with tenure.