

Appendix J Recommendation to Hire Forms

FACULTY APPOINTMENTS – FULL TIME

SECTION 2: RECOMMENDATION TO HIRE FROM HEAD/DIRECTOR OF ACADEMIC UNIT

Name of Candidate:		
Current Home Mailing Address:		
Current Email Address:		
Academic Unit:		
Position # for this hire:		
If a replacement position, who is it for:		
Position Type:		<i>Attach copy of Section 1: Authorization to Recruit and Hire</i>
Recommended Rank/Grid Step using Article 10.63		
Appointment Dates:		Start Date: _____ End Date: _____
How many candidates applied for this position?		
Is the Candidate a Canadian Citizen or Permanent Resident? <i>If no, please contact Human Resources regarding work permit.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
HR Signature confirming that application has been made for work permit, if required.		
A) Short-listed Candidates in rank order as verified by HR if required by Article 10.53(b). 1. 2. 3.		Was HR required to rank similarly qualified candidates? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, was HR able to determine a ranking? <input type="checkbox"/> Yes <input type="checkbox"/> No
HR Signature required if requested to rank similarly-qualified candidates:		
B) Interview Dates for candidates listed: 1. 2. 3.		
C) Successful Candidate(s) to be offered position in the following order as verified by HR if required by Article 10.53(d)(ii): 1. 2. 3.		Was HR required to rank similarly qualified candidates? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, was HR able to determine a ranking? <input type="checkbox"/> Yes <input type="checkbox"/> No
HR Signature required if requested to rank similarly-qualified candidates:		
Date of Academic Unit Vote:		
Academic Unit Head/Director:		
Signature of Head/Director:		
Date		
<i>Forward copy of this form to President of AUFU. Original and all supporting documents must be sent to the Dean's Office. This section must be completed.</i>		
Date Forwarded as instructed by Article 10.54:		
Forwarded by (signature)		<input type="checkbox"/> Head/Director

FACULTY APPOINTMENTS – FULL TIME

SECTION 2: RECOMMENDATION TO HIRE FROM HEAD/DIRECTOR OF ACADEMIC UNIT

Dean's Report must go to Office of the VP Academic with all supporting documentation.	
Date received by Dean:	
Signature of Dean:	
Date:	
Additional comments:	
<input type="checkbox"/> Recommended to President as presented by the Dean	
<input type="checkbox"/> Recommended with the following amendments:	
Signature of VP Academic (only required if changes made to original recommendation):	
Date:	

Supporting documentation, copy of advertisement (when applicable), and letter of recommendation should be included with this paperwork, as well as a copy of HR's list of candidates for the position.

FACULTY APPOINTMENTS – PER COURSE

SECTION 2: RECOMMENDATION TO HIRE FROM HEAD/DIRECTOR OF ACADEMIC UNIT

Name of Candidate:		
Current Home Mailing Address:		
Current E-mail Address:		
Academic Unit:		
Position # for this hire:		Open Acadia Position #:
If a replacement hire, name of faculty member being replaced.		
<i>(Section 1: Authorization to Recruit and Hire must accompany this recommendation with exception of Open Acadia appointments.)</i>		
Course Number & Name:		
Course Delivery:	<input type="checkbox"/> Classroom <input type="checkbox"/> Online Teaching <input type="checkbox"/> Online Course Development and Teaching	
Date Position Posted (copy of posting attached): _____		
<input type="checkbox"/> N/A Emergency Hire <input type="checkbox"/> N/A Developer of Online Course		
Position Type:	<input type="checkbox"/> As stated in Section 1 Authorization to Recruit and Hire <input type="checkbox"/> Spring/Summer Open Acadia <input type="checkbox"/> Fall/Winter Open Acadia <input type="checkbox"/> Online Open Acadia Teaching (per student) <input type="checkbox"/> Online Open Acadia Teaching (per course) <input type="checkbox"/> Online Open Acadia Development and Teaching	
GL Salary Account (for Open Acadia use only):		
Development:		
Teaching:		
Appointment Dates:	<input type="checkbox"/> Fall Term <input type="checkbox"/> Winter Term <input type="checkbox"/> Spring Intersession 1 Open Acadia <input type="checkbox"/> Summer Intersession 1 Open Acadia <input type="checkbox"/> Spring Intersession 2 Open Acadia <input type="checkbox"/> Summer Intersession 2 Open Acadia <input type="checkbox"/> Other: Start Date: _____ End Date: _____ <input type="checkbox"/> Bridging	
Teaching Dates:	Start: _____	End: _____ <i>(For Open Acadia Appointments only)</i>
Course Dev't Dates	Start: _____	End: _____ <i>(For Open Acadia Appointments only)</i>
How many candidates applied for this position?		
Is the Candidate a Canadian Citizen or Landed Immigrant? <i>If no, please contact Office of Vice-President Academic regarding work permit.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
HR Signature confirming that application has been made for work permit, if required.		

FACULTY APPOINTMENTS – PER COURSE

SECTION 2: RECOMMENDATION TO HIRE FROM HEAD/DIRECTOR OF ACADEMIC UNIT

Rationale for candidate’s suitability in relation to other short-listed applicants as directed by Article 58.11 (Reference criteria for appointment outlined in Article 58.09) NOTE: This section MUST be completed.	
a. Number of times applicant has taught the advertised course in the last 6 academic years at Acadia University.	
b. Verifiable academic qualifications in the advertised discipline, which may include earned degrees, diplomas, and the like, or an acceptable combination of education and experience, as in Article 12.00	<input type="checkbox"/> PhD <input type="checkbox"/> Master’s <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Acceptable combination of education and experience Comments:
c. Performance and potential as a teacher and lecturer. Both qualitative and quantitative aspects shall be considered.	Include such factors as teaching experience, evaluation of past teaching performance, and ability to fulfill the requirements for the advertised position. For online courses, experience in developing or delivering online courses shall be considered. Comments:
d. Representation of designated groups identified in Article 3.20, in the Academic Unit based on self-identification information provided to Human Resources.	Was the candidate identified by Human Resources as a member of a designated group(s) underrepresented in the Unit? <input type="checkbox"/> Yes <input type="checkbox"/> No Were any other candidates on the short list identified as such? <input type="checkbox"/> Yes <input type="checkbox"/> No
Rationale for candidate’s suitability in relation to other candidates:	
Section Committee Members as elected in accordance with Article 58.06 and with verified equity training as described in Article 3.66(a):	
Selection Committee Meeting Dates:	List here:
Article 58.11(b) Internal Applicants	
Acceptable internal candidates in rank order as verified by HR if required by Article 58.11(b)(iii):	Was HR Requested to rank similarly qualified candidates? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, was HR able to determine a ranking? <input type="checkbox"/> Yes <input type="checkbox"/> No
HR Signature required if requested to rank similarly-qualified candidates:	
Signature of Chair of Selection Committee	Date:
Copy of this form must be sent to Academic Unit, Dean, and President of Association. Original and all supporting documents must be sent to the Dean’s Office.	

FACULTY APPOINTMENTS – PER COURSE

SECTION 2: RECOMMENDATION TO HIRE FROM HEAD/DIRECTOR OF ACADEMIC UNIT

Article 58.11(c) External Applicants		
Short-listed candidates as assessed by Article 58.09 and in rank order as verified by HR if required by Article 58.11(c)(i):	1. 2. 3.	Was HR required to rank similarly qualified candidates? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, was HR able to determine a ranking? <input type="checkbox"/> Yes <input type="checkbox"/> No
HR Signature required if requested to rank similarly-qualified candidates:		
Interview Dates (conducted in the same manner – in person, video, or voice-only as directed by Article 58.11(c)(ii):	1. 2. 3.	
Acceptable candidate(s) to be offered position in ranked order as verified by HR if required by Article 58.11(c)(iii):	1. 2. 3.	Was HR required to rank similarly qualified candidates? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, was HR able to determine a ranking? <input type="checkbox"/> Yes <input type="checkbox"/> No
HR Signature required if requested to rank similarly-qualified candidates:		
Date of Academic Unit vote:		
For use when recommended ranking of the Per Course Selection Committee is rejected (Article 58.11(c)(ii)-(vi))		
Selection Committee Members as constituted by Article 58.11 (c)(ii) and with verified equity training as described in Article 58.11 (a):		
Short-listed candidates as assessed by Article 58.09 and in ranked order and verified by HR if required by Article 58.11 (c)(ii):	1. 2. 3.	Was HR required to rank similarly qualified candidates? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, was HR able to determine a ranking? <input type="checkbox"/> Yes <input type="checkbox"/> No
HR Signature required if requested to rank similarly-qualified candidates:		
Date of Academic Unit vote:		
Successful Candidate(s) to be offered position in ranked order as verified by HR if required by Article 58.11 (c)(iii):		Was HR required to rank similarly qualified candidates? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, was HR able to determine a ranking? <input type="checkbox"/> Yes <input type="checkbox"/> No
HR Signature required if requested to rank similarly-qualified candidates:		
Signature of Chair of Selection Committee:		Date:
Copy of this form must be sent to Academic Unit, Dean, and President of Association. Original and all supporting documents must be sent to the Dean's Office.		
Date received by Dean:		
Signature of Dean:		
Date:		
FOR OPEN ACADIA HIRES ONLY:		

Signature of Director of Open Acadia:	
Date:	