

Appendix J. Recommendation to hire letter template

Date

Dean of Faculty of X
Acadia University
Wolfville, NS B4P 2R6

RE: Position #, Position title

Dear X,

Opening paragraph:

- specify that recommendation to hire follows Article 10.54, 43.36, or 50.54 of the *Sixteenth Collective Agreement*;
- provide the faculty, academic unit, position title, and position # of the appointment. For designated replacement positions, state who is being replaced.

Headers to Include:

Selection Committee Members

Selection Committee Meeting Dates

Job Advertisement

List where advertised

Dates when advertised

Note that actual advertisement is attached

Short-Listed Candidates

Confirmation that list of short-listed candidates was circulated to the Academic Unit for comment

Names of short-listed candidates

Dates of interviews

Format of the interviews (in-person, video, phone, etc.)

Determination of Short-Listed Candidates' Acceptability and Listing of Candidates

Rationale of Ranking and Recommendation

Description and Date of Academic Unit Vote on Selection Committee's Recommendation

Grid Step Placement and Rationale

Recommendation re. Start-up Amount and Rationale (for continuing appointments only as required under Article 10.53 (d) (iv), or Article 50:53 (d) (iv).

Recommendation re. Recognition Towards Seniority and Sabbatical (for continuing appointments only as required under Article 10.53 (d) (iv), Article 43.35 (d) (iv), or Article 50:53 (d) (iv)).