

## Documentation Checklist for Academic Staffing Appointments

The table below is designed to aid Units regarding documentation for different staffing appointments. Requirements specified are guidelines and are *subject to change* depending on the nature of individual appointments submitted.

Required Documentation	Academic Appointment Types								
	Teaching Fellow (New)	Teaching Fellow (Re-appointed)	Adjunct 1	Cross-Appointments	Term Adjunct (New)	Term Adjunct (Re-appointed)	Term Adjunct (GenRoR App't Renewal)	Term Adjunct (Confirmation of Duties for those with existing GenRoR)	Continuing Adjunct (Overload)
Written Confirmation of Appointment for Term Adjuncts Form <i>formerly "Teaching"</i>					✓	✓	✓	✓	
Appointment Data Sheet For Faculty, Librarian, Executive, Adjunct and Academic Related Appointments			✓	✓	✓	✓	✓	✓	✓
Date of Birth (DOB) <i>(enter on Data Sheet)</i>			✓	<i>(if appointee is external to Queen's e.g. RMC)</i>	✓				
Social Insurance Number (SIN) <i>(enter on Data Sheet)</i>			✓	<i>(if appointee is external to Queen's e.g. RMC)</i>	✓				
My HR <i>(to set up Direct Deposit)</i>	✓		✓		✓				
Student Departmental Contract <i>(copy)</i>	✓	✓							
Recommendation Memo from <b>Head</b>	✓	✓	✓	✓		✓	✓	✓	✓
Recommendation Memo from <b>Adjunct Appointments Committee to Head</b>					✓		✓		
Recommendation Memo from <b>Supporting/Cross-App'd Unit</b>				✓					
Curriculum Vitae	✓		✓	✓	✓				
Reference Letters				✓ <i>(x2, if appointee is external to Queen's e.g. RMC)</i>	✓ <i>(x2)</i>				
Advertisement <i>(copy)</i> <i>if not previously submitted during approval process</i>					✓	✓ <i>(if SpecRoR does not apply)</i>			

**Notes:** SpecRoR (Specific Right of Re-appointment for Term Adjuncts; Article 32.2)

GenRoR (General Right of Re-appointment for Term Adjuncts; Article 32.3)

Overload (Does not apply to Term Adjuncts; if extra teaching is required, the workload is simply increased; duties such as Coordination are now referred to as "Additional Duties" for Term Adjuncts)

Overload (Extra teaching or duties such as Coordination, etc. still apply to Continuing Adjuncts, Non-Renewable Appointments, and Regular Faculty Members)

Updated: January 2016

This Checklist should be referenced with the "Academic Appointment Types and Details" document to ensure the correct paperwork is provided to Arts and Science for processing.