## Faculty Appointments Checklist

The following table and checklist must be completed by the Dean for all new faculty appointments (other than adjuncts) and must be at the front of the appointment file forwarded to the Office of the Provost and Vice-Principal (Academic). Note that all sections must be completed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Faculty/School |  | | | | |
| Department |  | | | | |
| Name of Recommended Candidate |  | | | | |
| Appointment Start Date |  | | | | |
| Provost’s Office Budget # and  Date Position Approved by Provost |  | | | | |
| Previous Incumbent (if replacement) or identify if position is NEW |  | | | | |
| PeopleSoft Position # |  | | | | |
| Appointment Type  (check all that apply) | * Initial Tenure Track * Renewed Tenure Track * Tenured * Special Appointment | | * Non-Renewable * Professorship or Chair * Queen’s National Scholar * Canada Research Chair | | |
| Rank |  | | | | |
| Credited Years of Experience (YOE) at appointment date (determined in accordance with JCAA-approved Guidelines) |  | | | | |
| Discipline Group for Anomaly Side-Table purposes (Queen’s-QUFA CA, Appendix K) |  | | | | |
| Recommended SalaryRange |  | | | | |
| Starting Salary |  | | | | |
| Credit towards tenure |  | | | | |
| Credit towards first academic leave |  | | | | |
| Funding Eligibility/Contributions | RIG | $\_\_\_\_\_\_\_\_\_ | | CFI | $\_\_\_\_\_\_\_ |
| Department | $\_\_\_\_\_\_\_\_\_ | | Grad Award | $\_\_\_\_\_\_\_ |
| Faculty | $\_\_\_\_\_\_\_\_\_ | | Other | $\_\_\_\_\_\_\_ |
| Relocation expense reimbursement |  | | | | |

|  |  |  |
| --- | --- | --- |
| Please check boxes to indicate that the following items are included in this appointment file: | | |
| 1. | Draft letter of appointment for the Provost’s signature -- to be submitted via Q-share or emailed to Amanda LaRose ([amanda.larose@queensu.ca](mailto:amanda.larose@queensu.ca)). | ❑ |
| 2. | Memo from the Dean recommending the appointment (with reasons). | ❑ |
| 3. | (Departmentalized Faculties only) Memo from the Head to the Dean recommending the appointment (with reasons). | ❑ |
| 4. | Appointments Committee recommendation with reasons (including any dissenting recommendation, with reasons, provided by any Appointments Committee member). | ❑ |
| 5. | Description of the search process (may be included in one of the above memos). | ❑ |
| 6. | Citizenship:   1. ❑ **Canadian or Permanent Resident** OR 2. ❑ **Foreign National\***   If Foreign National, specify:  Country of Citizenship:   U.S.  Mexico   Chile   Other (no LMIA exemption)\*\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other exemptions:   CRC appointment holder Francophone  Open work permit Y/N \_\_\_\_ Valid until \_\_\_\_\_\_\_\_\_\_\*\*  \*If the recommended candidate is neither a Canadian citizen nor a Permanent Resident, and if none of the above exemptions apply, an LMIA is required. Complete the form “Foreign Academic Recruitment Summary” located at  <http://www.queensu.ca/facultyrecruitment/recruitment-resources/lmia>.  \*\**Please contact Monica Stewart (*[*monica.stewart@queenus.ca*](mailto:monica.stewart@queenus.ca)*) to verify LMIA exemptions and open work permit validity* |  |
| 7. | Proof that the position was advertised for at least one month. Printouts of all advertisements taken on the first and last day the posting was live, with legible computer generated dates. Three advertising venues must have head offices located in Canada. Further requirements included here: <http://www.queensu.ca/facultyrecruitment/recruitment-resources/lmia>). | ❑ |
| 8. | Letter of Application from the recommended candidate. | ❑ |
| 9. | Recommended candidate’s Curriculum Vitae. | ❑ |
| 10. | Other documentation provided by the recommended candidate (e.g., teaching dossier, teaching evaluations) as available (reprints of publications not necessary). | ❑ |
| 11. | All letters of reference (minimum of three). | ❑ |
| 12. | Copies of all letters of assessment collected during the search process (including those from faculty and students). | ❑ |
| 13. | A copy of the Faculty Appointment Summary (QEAP). Candidate must be “appointed” in the system to generate a completed Faculty Appointment Summary. | ❑ |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost and Vice-Principal (Academic)/ Date

Deputy Provost