



CHECKLIST FOR SPS A2

“CONVERSION OF A FACULTY APPOINTMENT”

Candidate’s Name: Department:
ID Number: Position Number:
Rank: CPSO # (if applicable):
Start Date: End date:
Change from
Canadian/Permanent Resident Foreign Worker

See Conversion of an Individual Faculty Appointment ([SPS A2](#))

PACKAGE FOR FHS FACULTY RELATIONS

- Department/School’s Letter of Recommendation addressed to the Dean
- Academic Assessment of teaching accomplishments (and research if applicable) of the candidate
- Accepted Preliminary offer
- Fully signed Annual Personnel Agreement (if applicable)
- Fully signed [R4 - Mutually Agreed Responsibilities](#) + 1 copy
- Approved [Permission to Recruit](#)
- Copy of Advertising (if advertising waived, include initial ads)
- Itinerary/[List of interviews](#)
- Letters of Reference (minimum of 3)
- [Curriculum Vitae](#)

Please complete the following if converting to a Special appointment
(note: the funding source(s) identified will be used as text on the candidate’s President’s letter)
This appointment will be funded through:
Departmental AFP Department discretionary funds Clinical contract
Other (please specify):



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Department:

Proposed Rank:

Start Date:

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Change from

PACKAGE FOR PROVOST

Department/School's Letter of Recommendation addressed to the Dean

Approved [Permission to Recruit](#)

Copy of Advertising (if advertising waived, include initial ads)

Itinerary/[List of interviews](#)

Letters of Reference

[Curriculum Vitae](#)



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PACKAGE FOR FINANCE

[Payroll Authorization](#) (Green Form)

[RMA](#) (Yellow Form) (if applicable)

Accepted Preliminary offer

Fully Signed Annual Personnel Agreement (if applicable)

[HR Event Form](#)



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PACKAGE FOR HR

Accepted Preliminary offer

Fully signed Annual Personal Agreement form

[Curriculum Vitae](#)