

**CHECKLIST FOR FACULTY APPOINTMENT**

**“SPECIAL”**

Candidate's Name: Department:  
ID Number: Position Number:  
Proposed Rank: CPSO #  
Start Date: End Date:  
Canadian/Permanent Resident Foreign Worker

**PACKAGE FOR FHS FACULTY RELATIONS**

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

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/List of ad locations

Itinerary/[List of interviews](#) /Letters from Interviewers

Letters of Reference (minimum of 3)

[Curriculum Vitae](#)

Approved Impact Analysis (if applicable)

[Foreign Worker Documentation](#)

**Please complete the following** (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):

**Please note:**

Incomplete submissions will be returned

Please allow 4-6 weeks for processing and approval



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**“SPECIAL”**

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Department:

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Start Date:

End Date:

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**PACKAGE FOR PROVOST**

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

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Copy of Advertising/List of ad locations

Itinerary/[List of interviews](#) /Letters from Interviewers

Letters of Reference

[Curriculum Vitae](#)



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Proposed Rank:

Start Date:

End Date:

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**PACKAGE FOR FINANCE**

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[Payroll Authorization](#) (Green Form)

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

Accepted Preliminary offer

Fully Signed Annual Personnel Agreement (if applicable)

[HR Event Form](#) (Only if candidate is an existing employee)



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Canadian/Permanent Resident

Foreign Worker

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**PACKAGE FOR HR**

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Accepted Preliminary offer

Fully signed Annual Personal Agreement form

[Curriculum Vitae](#)

[Employee Contact and Deposit form](#)