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**CHECKLIST FOR FACULTY APPOINTMENT**  
**“TEACHING TRACK”**

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Candidate's Name: Department:  
ID Number: Position Number:  
Proposed Rank:  
Start Date: End Date:

Canadian/Permanent Resident      Foreign Worker

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**PACKAGE FOR FHS FACULTY RELATIONS**

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

Accepted Preliminary offer

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](#)

[Foreign Worker Documentation](#)

**Please note:**

Incomplete submissions will be returned

Please allow 4-6 weeks for processing and approval



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**CHECKLIST FOR FACULTY APPOINTMENT**

**“TEACHING TRACK”**

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Candidate’s Name:

Department:

Proposed Rank:

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

Approved [Permission to Recruit](#)

Copy of Advertising/List of ad locations

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

Letters of Reference

[Curriculum Vitae](#)



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**CHECKLIST FOR FACULTY APPOINTMENT**

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Candidate's Name:

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End Date:

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**PACKAGE FOR FINANCE**

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[Payroll Authorization](#) (Green Form)

Accepted Preliminary offer

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



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**“TEACHING TRACK”**

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Candidate's Name:

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Foreign Worker

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**PACKAGE FOR HR**

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Accepted Preliminary offer

[Curriculum Vitae](#)

[Employee Contact and Deposit form](#)