

CHECKLIST FOR FACULTY APPOINTMENT

“TENURE”

Position number: Posting Number:
Candidate's Name: Department:
Rank: ID Number:
CPSO #: Start Date:

Foreign Worker

LMIA Requested

Academic License

Please ensure that documentation (Both paper and PDF) is submitted well in advance of the candidate's proposed start date as processing can take several months to complete.

Please note that University Committees DO NOT meet in July or August.

Incomplete submissions will be returned

Requests for new appointments with TENURE must be approved by the following bodies: FHS Tenure and Promotion Committee, Senate Committee on Appointments (SCA), Senate and Board of Governors

PACKAGE FOR FHS FACULTY RELATIONS

Submit a paper copy of the following documents:

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

Accepted Preliminary offer

Fully signed Annual Personnel Agreement (if applicable)

Fully signed [Mutually Agreed Responsibilities](#) (R4) + **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)

*Candidate's Statement on Education/Research/Clinical Activities

* [Curriculum Vitae](#) (McMaster format)

Approved Impact Analysis (if applicable)

[Foreign Worker Documentation](#) (if applicable submit electronically)

* Submit as a bookmarked PDF file which includes starred items in order.



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Rank:

Start Date:

PACKAGE FOR PROVOST

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Curriculum Vitae



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PACKAGE FOR FINANCE

[Payroll Authorization](#) (Green Form)

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

Preliminary Letter of offer including Annual Personnel Agreement (if applicable)

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



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Foreign Worker

PACKAGE FOR HR

Preliminary Letter of offer including Annual Personnel Agreement (if applicable)

Curriculum Vitae

[Employee Deposit and Contact Form](#)