



CHECKLIST FOR FACULTY APPOINTMENT

“TENURE-TRACK”

Position Number:	Posting Number:
Candidate's Name:	Department:
Rank:	ID Number:
CPSO #	Academic License
Start Date:	End Date:
Foreign Worker	LMIA Requested:

PACKAGE FOR FHS FACULTY RELATIONS

Appointment Recommendation Letter

[Preliminary Letter of Offer](#) (including Annual Personnel Agreement (if applicable) (fully signed)

Fully signed [Mutually Agreed Responsibilities](#) (R4) + **1 copy**

Approved [Permission to Recruit](#)

Copy of Advertising/List of Advertising Locations

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

Letters of Reference (minimum of 3)

[Curriculum Vitae](#)

Initiated or Approved Hospital Impact Analysis (if applicable)

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

Please note:

Incomplete submissions will be returned

Please allow 4-6 weeks for processing and approval



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Department:

Rank:

Start Date:

End Date:

PACKAGE FOR PROVOST

Appointment Recommendation Letter

Preliminary Letter of Offer

Approved Permission to Recruit

Copy of Advertising/List of Advertising Locations

Itinerary/List of interviews /Letters from Interviewers

Letters of Reference

Curriculum Vitae



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“TENURE-TRACK”

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Department:

ID Number:

Position Number:

Rank:

Start Date:

End Date:

PACKAGE FOR FINANCE

[Payroll Authorization](#) (Green Form)

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

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

[HR Event Form](#)



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Start Date:

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Foreign Worker

PACKAGE FOR HR

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

Curriculum Vitae

[Employee Contact and Deposit form](#)