

DEPARTMENT SUBMISSION OF RECOMMENDATIONS CHECKLIST 1

For New Appointments under Article 10.0 of the Collective Agreement

Name of Candidate: _____

Department: _____

Application for: _____ Tenure Track
_____ Adjunct
_____ Contractually Limited Term (Sessional)
_____ Other (Please Specify) _____

Submission Includes:

_____ Original application file
_____ 5 copies of the application file

Each application file includes the following documents:

File Includes:

_____ Recommendation from the Dean
_____ Recommendation from the Department
_____ Application from the Candidate
_____ Candidate's C.V.
_____ Transcripts originals
(To be provided for new appointments)
 Already in the Official File from a previous appointment.

_____ Letters of reference from:
· 3 letters of reference are required for a new fulltime appointment

Name/Affiliation

1. _____
2. _____
3. _____

_____ Teaching Evaluations (if available) **OR** if the candidate does not have teaching experience, an assessment of teaching aptitude (potential).
_____ Supporting material
_____ Job advertisement to be attached for Fulltime and Sessional Appointments

¹ To be included with submission to Dean's office.