

Checklist for 'Offers of Employment'

Faculty Hiring:

1. Pre-approval for the hiring of a faculty member should be obtained from the relevant budgetary authority and the Vice- President and Provost in accordance with the 'Policy and Procedures on Academic Appointments'.
2. The candidate search and interviews are to be conducted in compliance with the University's academic appointments and human resources policies and procedures.
3. The University's 'Faculty Offer' standard template is used to document the offer of employment.
4. The offer of employment is approved by the relevant Principal, Dean, Vice-Dean, Associate Dean, Academic Director, Chair or other Budgetary Head or Designate.

Please contact Carol Robb, Assistant Vice-Provost for assistance.

Administrative Staff Hiring:

1. Pre-approval for the hiring of an administrative staff member should be obtained from the relevant budgetary authority.
2. The candidate search and interviews are to be conducted in compliance with the University's human resources policies and procedures and collective agreements where applicable.
3. The University's 'Administrative Staff Offer' standard template is used to document the offer of employment.
4. The offer of employment is approved by the relevant Principal, Dean, Vice-Dean, Associate Dean, Director, Chair or other Budgetary Head or Designate.

Contact your Human Resources Generalist for assistance.