

CHECKLIST FOR UARC FILE SUBMISSION
(Must accompany the file)

Candidate: _____

Department: _____

File Review in Department	REQUIRED	IF APPLICABLE
1. Copy of CAUT advertisement	☐	
2. Summary of recruiting efforts form complete	☐	
3. Chair's memo including:		
a) Process for selection of DACA and SACA	☐	
b) List all conflicts of interests and how they were handled (past, present & perceived)	☐	
c) Ranking of three top candidates	☐	
Discussion of the merits of the three top candidates:		
Top candidate	☐	
2 nd rank candidate	☐	
3 rd rank candidate	☐	
Top candidate of the opposite gender if top three are same gender		☐
d) Chair's justification for any variance from norm, such as fewer than three +1 discussed		☐
e) Special effort to attract application from under-represented gender	yes ☐	no ☐
4. Contingency plan if the offer is rejected	☐	
5. Signature of all DACA or SACA members	☐	
6. CV and letters of application of top three plus opposite gender		☐
7. Three letters of reference for those interviewed (on letterhead or in body of email only)		
Top candidate	☐	
2 nd rank candidate	☐	
3 rd rank candidate	☐	
Top candidate of the opposite gender if top three are same gender		☐
8. Copies of all other advertisements as published	☐	

Print Name: _____

Signature: _____

Date: _____

File Review in Faculty	REQUIRED	IF APPLICABLE
1. Copy of CAUT advertisement	☐	
2. Summary of recruiting efforts form complete	☐	
3. Dean's memo including:		
Dean's support for Chair's justification for any variance from norm		
4. Chair's memo including:		
a) Process for selection of DACA and SACA	☐	
b) List all conflicts of interests and how they were handled (past, present & perceived)	☐	
c) Ranking of three top candidates	☐	
Discussion of the merits of the three top candidates:	☐	
Top candidate	☐	
2 nd rank candidate	☐	
3 rd rank candidate	☐	
Top candidate of the opposite gender if top three are same gender		☐
d) Chair's justification for any variance from norm, such as fewer than three +1 discussed		☐
e) Special effort to attract application from under-represented gender	yes ☐	no ☐
5. Contingency plan if the offer is rejected	☐	
6. Signature of all DACA or SACA members	☐	
7. CV and letters of application of top three plus opposite gender	☐	
8. Three letters of reference for those interviewed (on letterhead or in body of email only)		
Top candidate	☐	
2 nd rank candidate	☐	
3 rd rank candidate	☐	
Top candidate of the opposite gender if top three are same gender		☐
9. Copies of all other advertisements as published	☐	

Print Name: _____

Signature: _____

Date: _____