

**Processing Faculty Appointments (documents required by the Provost Office) Rev. July 2024**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mission Critical Original** | **Authorize to Advertise** | **CV** | **3 Letters of Reference** | **UARC Approval** | **DACA Recomm** | **DTPC Recomm** | **FTPC Recomm** | **Appt.**  **Form**  **Original** | **Offer Letter** | **Recruiting Summary** | **Benefit Pkg** |
| **DT Asst Prof Teaching Stream < or = 2 yrs** | **Y** | **N (Cdn)**  **Y (non-Cdn)** | **Y** | **Y** | **N** | **N** | **N** | **N** | **Y** | **Y** | **N** | **Benefit Info - DT** |
| **DT Asst Prof Teaching Stream > 2 yrs** | **Y** | **Y** | **Y** | **Y** | **Y** | **Y** | **N** | **N** | **Y** | **Y** | **Y** | **Regular Ongoing** |
| **DT Asst Prof Teaching Stream Re-appt** | **N** | **N** | **N** | **N** | **N** | **N** | **N** | **N** | **Y** | **Y** | **N** | **N/A** |
| **Assist/Assoc Professor**  **1st prob. term** | **Y** | **Y** | **Y** | **Y** | **Y** | **Y** | **N** | **N** | **Y** | **Y** | **Y** | **Regular Ongoing** |
| **Assist/Assoc Professor 2nd prob. term** | **N** | **N/A** | **N** | **N** | **N** | **N** | **Y** | **N** | **Y** | **Y** | **N** | **N/A** |
| **Assoc/Full Professor**  **with Tenure** | **Y** | **Y** | **Y** | **Y** | **Y** | **Y** | **N** | **Y** | **Y** | **Y** | **Y** | **Regular Ongoing** |
| **Extraordinary Hires** | **Y** | **N** | **Y** | **Y** | **N**  **Yes as a courtesy** | **Y** | **Y** | **Y** | **Y** | **Y** | **N** | **See Benefits below** |
| **Spousal Hires** | **Y** | **N** | **Y** | **Y** | **Y** | **Y** | **N** | **N** | **Y** | **Y** | **N** | **See Benefits below** |
| **Research Positions** | **Y** | **N (Cdn)**  **Y (non-Cdn)** | **Y** | **N** | **N** | **N** | **N** | **N** | **Y** | **Y** | **N** | **See Benefits below** |
| **Research Re-appt** | **N** | **N** | **N** | **N** | **N** | **N** | **N** | **N** | **Y** | **Y** | **N** | **N/A** |

**CV The Provost Office keeps the candidate’s first CV in our faculty files. A final CV may be requested at the time of retirement or termination.**

**UARC 2nd probationary terms: These are re-appointments from a position already vetted by UARC.**

**Extraordinary Hires: Inform UARC (as a courtesy) that this type of appointment is in progress; file not required**

**Spousal Hires: The candidate file (CV, References, etc.) must accompany the primary candidate file for UARC review**

**Offers The department is responsible to verify the candidate has the required credentials. When offers are made conditional upon receipt of a PhD, a specific phrase is added to the letter. The Provost Office needs confirmation once PhD requirements have been met.**

**DT Re-appointments DT re-appts over 2 yrs that transition from non-advertised appointments of 2 yr or less require a MC, Auth to Advertise and UARC.**

**New Hire Regular Ongoing Benefits appointments 2 years or more Definite Term Benefit Packages appointments with min. length of 1 year, but less than 2 years**

**Approval for new positions: Signed MC or written approval from Provost; FTPC/DTPC Recommendation to incl.: *Memo and Summary of Candidates qualifications***