CHECKLIST FOR UARC FILE SUBMISSION (Must accompany the file)

<u> </u>	ew 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	П	
	2 nd rank candidate		
	3 rd rank candidate		
	Top candidate of the opposite gender if top three are same gender	ш	
8.	Copies of all other advertisements as published		Ш
Nar	ne:		
ature	: Date:		
Rev	ew in Faculty	REQUIRED	IF APPLICABL
Rev	ew in Faculty Copy of CAUT advertisement	REQUIRED	IF APPLICABL
		REQUIRED	IF APPLICABL
1.	Copy of CAUT advertisement		IF APPLICABL
1. 2.	Copy of CAUT advertisement Summary of recruiting efforts form complete		IF APPLICABL
1. 2.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including:		IF APPLICABL
1. 2. 3.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm		IF APPLICABL
1. 2. 3.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm Chair's memo including:		IF APPLICABL
1. 2. 3.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm Chair's memo including: a) Process for selection of DACA and SACA		IF APPLICABL
1. 2. 3.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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)		IF APPLICABL
1. 2. 3.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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:		IF APPLICABL
1. 2. 3.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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		IF APPLICABL
1. 2. 3.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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		IF APPLICABL
1. 2. 3.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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		
1. 2. 3.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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		
1. 2. 3.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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		
1. 2. 3. 4.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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	
1. 2. 3. 4.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected	yes	
1. 2. 3. 4.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected Signature of all DACA or SACA members	yes	
1. 2. 3. 4. 5. 6. 7.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected Signature of all DACA or SACA members CV and letters of application of top three plus opposite gender	yes	
1. 2. 3. 4.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected Signature of all DACA or SACA members CV and letters of application of top three plus opposite gender Three letters of reference for those interviewed (on letterhead or in body of email only)	yes	
1. 2. 3. 4. 5. 6. 7.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected Signature of all DACA or SACA members CV and letters of application of top three plus opposite gender Three letters of reference for those interviewed (on letterhead or in body of email only) Top candidate	yes	
1. 2. 3. 4.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected Signature of all DACA or SACA members CV and letters of application of top three plus opposite gender Three letters of reference for those interviewed (on letterhead or in body of email only) Top candidate 2nd rank candidate	yes	
1. 2. 3. 4. 5. 6. 7.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected Signature of all DACA or SACA members CV and letters of application of top three plus opposite gender Three letters of reference for those interviewed (on letterhead or in body of email only) Top candidate 2nd rank candidate 3rd rank candidate 3rd rank candidate 3rd rank candidate	yes	no 🗆
1. 2. 3. 4. 5. 6. 7. 8.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected Signature of all DACA or SACA members CV and letters of application of top three plus opposite gender Three letters of reference for those interviewed (on letterhead or in body of email only) Top candidate 2nd rank candidate 3rd rank candidate 3rd rank candidate Top candidate of the opposite gender if top three are same gender	yes	
1. 2. 3. 4.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected Signature of all DACA or SACA members CV and letters of application of top three plus opposite gender Three letters of reference for those interviewed (on letterhead or in body of email only) Top candidate 2nd rank candidate 3rd rank candidate 3rd rank candidate 3rd rank candidate	yes	no 🗆
1. 2. 3. 4. 5. 6. 7. 8.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected Signature of all DACA or SACA members CV and letters of application of top three plus opposite gender Three letters of reference for those interviewed (on letterhead or in body of email only) Top candidate 2nd rank candidate 3rd rank candidate 3rd rank candidate Top candidate of the opposite gender if top three are same gender	yes	no 🗆
1. 2. 3. 4. 4.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected Signature of all DACA or SACA members CV and letters of application of top three plus opposite gender Three letters of reference for those interviewed (on letterhead or in body of email only) Top candidate 2nd rank candidate 3rd rank candidate 3rd rank candidate Top candidate of the opposite gender if top three are same gender	yes	no 🗆
1. 2. 3. 4. 5. 6. 7. 8.	Copy of CAUT advertisement Summary of recruiting efforts form complete Dean's memo including: Dean's support for Chair's justification for any variance from norm 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 2nd rank candidate 3rd 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 Contingency plan if the offer is rejected Signature of all DACA or SACA members CV and letters of application of top three plus opposite gender Three letters of reference for those interviewed (on letterhead or in body of email only) Top candidate 2nd rank candidate 3rd rank candidate 3rd rank candidate Top candidate of the opposite gender if top three are same gender Copies of all other advertisements as published	yes	no 🗆