



Attachment Instructions

Please submit the documents in the order listed.

Send the attachments as a whole package and secure with staples. Do NOT send documents separately unless requested from HR.

Letter of Offer templates are located on the HR Forms web page:

http://umanitoba.ca/admin/human_resources/service_centre/academic-letter-templates.html

UMFA	
✓	
	Academic Appointment Form
	Summary of Search (for new appointments)
	Signed Letter Of Offer
	Personal Information Form (new hire)
	Curriculum Vitae (CV)
Additional documents (as required):	
	Removal Allowance exceeding \$6K (if applicable): Approval memo from Provost & VP (Academic)
	For Reduced Appointments only: Approval memo from Provost & VP (Academic)
	Copy of SIN memo & Work Permit (for temporary foreign workers)
	Copy of Permanent Resident Card (for permanent residents only)

Executives/Senior Admin (i.e. Deans and Associate Deans/Associate Directors-Libraries)	
✓	
	Academic Appointment Form
	Signed Letter Of Offer

Librarians (Head/Section Head/Coordinators)	
✓	
	Academic Appointment Form
	Summary of Search (for new Head appointments, not required for Acting Heads)
	Signed Letter Of Offer

Heads/Associate Heads/Assistant Heads/Dean of Studies & Colleges/Directors of Schools	
✓	
	Academic Appointment Form
	Summary of Search (for new Head appointments, not required for Acting Heads)
	Signed Letter Of Offer



GFT	
✓	
	Academic Appointment Form
	Salary Distribution Sheet (SDS)
	Signed Letter of Understanding (LOU)
	Summary of Search (for new appointments)
	Curriculum Vitae (CV)
	Personal Information Form (if new hire)
Additional documents (as required):	
	Copy of SIN memo & Work Permit (for temporary foreign workers)
	Copy of Permanent Resident Card (for permanent residents only)

Research Academics (Research Associates/Professional Associates)	
✓	
	Academic Appointment Form
	Signed Letter Of Offer
	Personal Information Form (new hire)
Additional documents (as required):	
	Copy of SIN memo & Work Permit (for temporary foreign workers)
	Copy of Permanent Resident Card (for permanent residents only)

Post-Doctoral Fellow	
✓	
	Academic Appointment Form
	Signed Letter Of Offer
	Personal Information Form (new hire)
Additional documents (as required):	
	Letter from the Dean of Graduate Studies of your educational institution stating that you have completed all the requirements for your PhD.
	Copy of SIN memo & Work Permit (for temporary foreign workers)
	Copy of Permanent Resident Card (for permanent residents only)

Associate Post-Doctoral Fellow	
✓	
	Academic Appointment Form
	Letter of Offer to be written by Director of VP (Research & International) Office once Academic Appointment is received
	Personal Information Form (new hire)
Additional documents (as required):	
	Work Permit (temporary foreign worker)



Visiting Academics	
✓	
	Academic Appointment Form
	Signed Letter Of Offer
	Personal Information Form (new hire)
Additional documents (as required):	
	Work Permit (temporary foreign worker)
	If paid appointment: Confirmation of SIN letter (for foreign worker)

Senior Scholars	
✓	
	Academic Appointment Form
	Signed Letter Of Offer