

**SUMMARY of SEARCH PROCEDURES for  
FULL-TIME APPOINTMENTS TO NON-ADVERTISED CONTINGENT POSITIONS,  
LEAVE REPLACEMENTS (12 MONTH TERM), SESSIONALS and RESEARCH and PROFESSIONAL ASSOCIATES**

Instructions for use: To be completed by the chair of the search committee/individual responsible for the search and the dean/director, for all full-time appointments as described above. To be forwarded with the recommendation for appointment to the Vice-President (Academic) and Provost. Use additional sheet if necessary.

Department: \_\_\_\_\_

*For Human Resources use only.*

Faculty Code: \_\_\_\_\_

Faculty/School: \_\_\_\_\_

Position Rank/Title: \_\_\_\_\_

Position No.: \_\_\_\_\_

**PART I**
**1. Type of Appointment** (please check one)

Faculty:	Contingent [ 1 ]	Term [ 9 ]		
Instructor:	Contingent [ 2 ]	Term [ 10 ]	Lecturer:	Term [ 12 ]
Academic Librarian:	Contingent [ 3 ]	Term [ 11 ]		
Sessional [ 4 ]	Research Associate [ 5 ]	Professional Associate [ 6 ]	Leave Replacement [ 7 ]	
Other _____	[ 8 ]			

Person recommended for appointment: \_\_\_\_\_

Person replaced: \_\_\_\_\_

Effective date of appointment: \_\_\_\_\_

**2. Applicants**

	Total		Canadian/ Permanent Res.		Non-Canadian		Designated <sup>1</sup> Minority		
	M	F	M	F	M	F	A	P	V
Nos. of applicants:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nos. short-listed:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nos. interviewed:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Nos. recommended:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Successful:	_____	_____	_____	_____	_____	_____	_____	_____	_____

**3. Participation in the search**

	Total		Designated <sup>2</sup> Minority		
	M	F	A	P	V
Academic staff:	_____	_____	_____	_____	_____
Students:	_____	_____	_____	_____	_____
Others:	_____	_____	_____	_____	_____

Specify others by position: \_\_\_\_\_

**4. Salary Information**

Proposed Salary: \_\_\_\_\_

 If a search committee was not appropriate, please explain why:
   
\_\_\_\_\_

<sup>1</sup> If status declared: aboriginal persons (A), persons with disabilities (P), members of visible minorities (V).

<sup>2</sup> If status is known.

**PART II**

5. Was this position advertised? Yes\_\_\_ No\_\_\_

If so, where:

University Affairs\_\_\_ CAUT Bulletin\_\_\_ U of M Bulletin\_\_\_ U of M Blanket Ad\_\_\_

Other journals or publications [include any minority/women's publications, newsletters]:

Please attach a copy of the advertisement.

6. Please indicate how this selection contributes to the equity objectives of the Department, Faculty/School and University:

7. Please describe any additional efforts made to attract or contact potential candidates who are members of under-represented groups:

8. If the person recommended is not a Canadian or a member of an under-represented group, please explain in detail why a Canadian/permanent resident, or a member of a designated group were not selected.

9. If the person recommended is not a Canadian/permanent resident, please attach a completed form, Foreign Academic Recruitment Summary.

10. Were referees contacted by telephone? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, please explain: \_\_\_\_\_

Signed:

Chair of Search Committee: \_\_\_\_\_ Date: \_\_\_\_\_

(Please sign and print name) \_\_\_\_\_

Approved\_\_\_ Denied\_\_\_

Head of Department:

Date:

Approved\_\_\_ Denied\_\_\_

Dean/Director:

Date:

Approved\_\_\_ Denied\_\_\_

Vice-President (Academic) and Provost:

Date:

HR/Employment Equity Officer:

Date: