

**SUMMARY of SEARCH PROCEDURES for APPOINTMENT OF
FULL-TIME ACADEMIC AND SENIOR ACADEMIC ADMINISTRATIVE STAFF**

Instructions for use: To be completed by the chair of the search committee, department head and dean/director for all new full-time academic appointments and academic administrative appointments of 12 months or more, including department heads and deans. To be forwarded with recommendation for appointment to the Vice-President (Academic) and Provost. Use additional sheet if necessary.

Department: _____

Faculty/School: _____

Position Rank/Title: _____

Position No.: _____

For Human Resources use only.

Faculty Code: _____

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

Faculty:	Tenured	[1]	Probationary	[2]	Term	[3]	Contingent	[4]
Instructor:	Continuing	[5]	Probationary	[6]	Term	[7]	Contingent	[8]
Academic Librarian:	Continuing	[9]	Probationary	[10]	Term	[11]	Contingent	[12]
Academic Administration	[13]							
Other								[14]

Person recommended for appointment: _____

Effective date of appointment: _____

 2. Is the candidate recommended the first person offered this position? Yes___ No___
 If not, please provide the reason given by the first person for refusing the position:

3. Applicants

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

4. Composition of search committee

	Total		Designated ² Minority		
	M	F	A	P	V
Academic staff:	_____	_____	_____	_____	_____
Students:	_____	_____	_____	_____	_____
Others:	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	_____

5. Salary Information

 Proposed Salary: _____
 Source of Funds:
 Strategic Initiative: _____
 Other: _____

Specify others by position: _____

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

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

² If status is known.

PART II

6. Where was this position advertised?

University Affairs___ CAUT Bulletin___ U of M Bulletin___

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

Please attach a copy of the advertisement.

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

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

9. 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.

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

11. Were referees contacted by telephone? Yes _____ No _____ If not, please explain: _____

Signed:

Chair of Search Committee: _____ Date: _____

(Please sign and print name)_____

PART III

To be completed before offer of appointment is extended. (If denied, please provide reasons on separate page.)

Approved___ Denied___

Head of Department: _____ Date: _____

Approved___ Denied___

Dean/Director: _____ Date: _____

Approved___ Denied___

Vice-President (Academic) and Provost: _____ Date: _____

PART IV

To be completed after candidate accepts offer of appointment.

12. Actual date of appointment: _____ Salary: _____

Dean/Director: _____ Date: _____

Vice-President (Academic) and Provost: _____ Date: _____

HR/Employment Equity Officer: _____ Date: _____