

**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 ¹ 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 ² 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:

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

² 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: