Academic Hires - Appointment types

**Category**

**TEACHING & RESEARCH**
- **Professorial Ranks**
  - Professor / Associate / Assistant
- **Instructional Ranks**
  - Senior Instructor / Instructor / Lecturer

**ADMIN & PROFESSIONAL STAFF**
- Librarians
- Curators
- Counsellors
- Others

**Appointment Class**

- **Continuing**
- **Specific Term**
  - Contingent / Limited / Term Certain
- **Adjunct and Clinical**
High Level Overview

1. Vacancy identified; Provost approval

Dept Head / Associate Dean identify vacant position; request approval to fill position through Peoplesoft workflow

- PROVOST
- FACULTY
- ACADEMIC CONTRACTS
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2. Job Advertised

Must be posted 30 business days; see specific requirements if foreign worker applicants
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3. Faculty Selection Committee & Criteria
   - Committee formed and selection criteria established.
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Human Resources
Human Resources

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5. Select candidate; Process Immigration Forms
   - Dean selects, negotiates offer, and sends recommendation letter to Candidate; may require discussion with Provost first.
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Committee interviews and recommends shortlist of candidates to Dean; consult Academic Contracts if Foreign Worker

Dean selects, negotiates offer, and sends recommendation letter to Candidate; may require discussion with Provost first.

Faculty completes AE-1, Academic Personal Information form, and all other necessary documents.

High Level Overview

Dept Head / Associate Dean identify vacant position; request approval to fill position through Peoplesoft workflow

PROVOST

FACULTY

ACADEMIC CONTRACTS

Prepare Academic Package

Select candidate; Process Immigration Forms

Candidate Review; Ranked shortlist given to Dean

Faculty Selection Committee & Criteria

Human Resources
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6. **Prepare Academic Package**
   - Faculty completes AE-1, Academic Personal Information form, and all other necessary documents.

7. **Prepare Academic Contract**
   - HR Academic Contracts ensures all terms adhere to CA, APT and Immigration laws.

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**Human Resources**
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6. Prepare Academic Package
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7. Prepare Academic Contract
   - HR Academic Contracts ensures all terms adhere to CA, APT and Immigration laws

8. Provost Approves; Process Hire
   - Dept Head / Associate Dean identify vacant position; request approval to fill position through Peoplesoft workflow

Human Resources