

TO: All MUNFA Members
FROM: The MUNFA Executive Committee
DATE: December 11, 2019
SUBJECT: **Checklist for Search Committees**

Recently, MUNFA was advised by members that it would be useful if Search Committees had access to a checklist outlining their responsibilities as per the Collective Agreement.

MUNFA has now compiled relevant checklists to assist Search Committees through the search process as outlined in [Article 7 \(Faculty Members\)](#) and [Article 13 \(Librarians\)](#). These checklists are meant to provide an easy means for Search Committees to ensure they are in compliance with the Collective Agreement.

The checklists can be found under the '[Resources](#)' section of the MUNFA website. Any questions regarding the checklists should be sent to munfa@mun.ca.