

**Appointment of Librarians (Article 13)
Checklist for Search Committees**

Search #: _____

FORMATION OF SEARCH COMMITTEE	Date Completed (If applicable)
Committee has been formed following the relevant provisions in Article 13.	
Committee includes at least one (1) person from a target group (Clause 29.18).	
Committee has elected its own Chairperson in accordance with Clause 13.12.	
Any resignations from the Committee have complied with Clause 13.16.	
ADVERTISEMENT	
Administrative Head has consulted with the Committee on the wording and placement of the advertisement.	
Committee has formally voted on the wording and placement of the advertisement.	
Placement of advertisement complies with Clause 13.19 (a) or (b) or 13.20.	
A copy of the advertisement has been sent to the Joint Equity Committee.	
A copy of the advertisement has been sent to MUNFA.	
SHORTLIST OF CANDIDATES	
Review of application files has complied with Clause 13.24(a).	
A short list of candidates has been compiled and made known to the Librarians and the Joint Equity Committee.	
INTERVIEWS AND CANDIDATE SELECTION	
Interview process has been completed in accordance with Clauses 7.21(d)-(j).	
Assessment and selection of candidate(s) complies with Clauses 13.27 and 13.28.	
A report has been sent to Administrative Head in accordance with Clause 13.24(g).	
OTHER	
Any further detailed statements governing criteria and procedures for searches and the functioning of Search Committees are consistent with the Collective Agreement and have been formally approved by majority vote by ballot of the Librarian (Clause 13.29).	

(Turn over)

Copies of any further detailed statements as described above have been circulated to all Librarians at least twenty (20) days before the voting ballot is distributed. (Clause 13.29)	
<p>All Committee meetings have complied with Clause 13.15.</p> <p>Committee meeting dates:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

This document is intended to facilitate the Search Process as outlined in Article 13 of the Collective Agreement. Search Committees are encouraged to complete this form for each Search Process and retain a copy for their records.

If you have any questions regarding Article 13 and the Search Process, please contact MUNFA at 864-8642 or munfa@mun.ca.