Appointment of Librarians (Article 12)

Checklist for Search Committees

Search #:_____

FORMATION OF SEARCH COMMITTEE	Date Completed (If applicable)
Committee has been formed following the relevant provisions in Article 12.	
Committee includes at least one (1) person from a target group (Clause 29.19).	
Committee has elected its own Chairperson in accordance with Clause 12.12.	
Any resignations from the Committee have complied with Clause 12.16.	
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.	
A draft copy of the advertisement has been sent to MUNFA for review (optional).	
Placement of advertisement complies with Clause 12.19 (a) or (b) or 12.20.	
A copy of the advertisement has been sent to the Joint Equity Committee and to MUNFA as per Clause 12.19.	
SHORTLIST OF CANDIDATES	
Review of application files has complied with Clause 12.24(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 12.24 (d)-(h).	
Assessment and selection of candidate(s) complies with Clauses 12.27 and 12.28.	
A report has been sent to Administrative Head in accordance with Clause 12.24(i).	
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 12.29)	

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 12.29)	
All Committee meetings have complied with Clause 12.15. Committee meeting dates: _____ _____ _____ _____ _____ _____ _____ _____	

This document is intended to facilitate the Search Process as outlined in Article 12 of the Collective Agreement. Search Committees are encouraged to complete this form for each Search Process and retain a copy for their records.