Appointment of Faculty Members (Article 6)

Checklist for Search Committees

Academic Unit:_____

Search #:_____

FORMATION OF SEARCH COMMITTEE	Date Completed (If applicable)
Committee has been formed following the relevant provisions in Article 6.	
Committee includes at least one (1) person from a target group (Clause 29.19).	
Committee has elected its own Chairperson.	
Any resignations from the Committee have complied with Clause 6.14.	
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 6.18 (a) or (b) or 6.19.	
A copy of the advertisement has been sent to the Joint Equity Committee and MUNFA in compliance with Clause 6.18.	
SHORTLIST OF CANDIDATES	
Review of application files has complied with Clause 6.21(a).	
A short list of candidates has been compiled and made known to the Faculty Members of the Academic Unit(s) and/or Grenfell Campus Programme Unit(s) and the Joint Equity Committee.	
INTERVIEWS AND CANDIDATE SELECTION	
Interview process has been completed in accordance with Clauses 6.21(e)-(j).	
Assessment and selection of candidate(s) complies with Clause 6.23 or Clauses 23.13 and 23.14.	
A report has been sent to Administrative Head in accordance with Clause 7.21(k).	

(Turn over)

OTHER	
All Committee meetings have complied with Clause 6.11. Committee meeting dates: _____ _____ _____ _____ _____ _____ _____ _____	

This document is intended to facilitate the Search Process as outlined in Article 6 of the Collective Agreement. Search Committees are encouraged to complete this form for each Search Process and retain a copy for their records.