Academic Appointments Procedure

Form 1
Request for an Academic/Appointment Submitted by the AAU Head with draft advertisement

→

Section 2
Approval by the Dean

→

Section 3
Approval by the Budget Office

→

Section 4
Approval by the Provost

Ad Reviewed by Provost Office & PCEE; Ad Posted

→

Committee Requests EE/PA from Office of the Provost

→

PCEE Reviews Pre & Post Interview Grids

→

Committee meets to discuss the Shortlisted Candidates

Form 2
Request for Approval of the Short Listed Candidates submitted by the AAU Head with a Numeric Pre-Interview Evaluation Grid

→

Section 2
Approval by the Equity Assessor

→

Section 3
Approval by the Dean

→

Section 4
Approval by PCEE

INTERVIEW PROCESS

Form 3
Request for Approval of the Recommended Candidate submitted by the Academic Administrative Head with a Numeric Post-Interview Grid

→

Section 2
Approval by the Equity Assessor

→

Section 3
Approval by the Dean

→

Section 4
Approval by PCEE

RECOMMENDED CANDIDATE APPROVED BY AAU COUNCIL (Senate Bylaw 20)

Form 1
AAU Head Completes Incumbent Table for Letter of Appointment, Section 5 -Salary Proposal, AAU Council Approval, Form submitted to Dean for consultation with the Office of the Provost & VPA

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Section 5
Salary Proposal Submitted by the Dean

→

Section 6
Salary & Other Terms Approval by the Provost

→

Section 7
Letter of Appointment Prepared by Office of the Provost

ONLINE ENROLMENT BY THE NEW EMPLOYEE

EA Reference and Procedures Guide Revised Nov 10 2016