

Committee Checklist for Academic Appointments

- ☐ AAU Head: Submits Form 1, Request for an Academic Appointment for approval
- ☐ Provost: Approves position for advertising on the UofW Website, CAUT and University Affairs; PCEE reviews the advertisement
- ☐ Appointments Committee: Prepares the pre-interview grid to evaluate candidates on their teaching, education, research, etc. and determines the criteria, ranking scores and threshold
- ☐ Appointments Committee: Prepares the post-interview grid and interview questions
- ☐ PCEE: Reviews the pre and post interview grids
- ☐ AAU Head: Sends out acknowledgment letters/emails to all applicants
- ☐ AAU Head: Makes copies of each applicant file for distribution to the Appointments Committee
- ☐ Appointments Committee: Reviews CVs, letters of application and reference letters
- ☐ AAU Head: Submits to PCEE a Form 2, Approval of the shortlist with the mandatory pre-interview grid and the electronic CVs, letters of application and reference letters
- ☐ PCEE: Approves the candidate files and approves the shortlisted candidates
- ☐ AAU Head: Prepares an itinerary for each shortlisted candidate and arranges accommodations for the interview
- ☐ AAU Chair: Introduces the EE/PA and explains their purpose
- ☐ EE/PA: Identifies designated group members during the interview process (AP, VM, PWD, SGM, W)
- ☐ AAU Head: Submits to PCEE a Form 3, Approval of the recommended candidate with the mandatory post-interview grid
- ☐ PCEE: Approves the recommended candidate
- ☐ AAU Council: Approves the recommended candidate
- ☐ AAU Head: Completes Form 1, Section 5 entering the AAU Council date and completes the Letter of Appointment Table
- ☐ Dean: Completes Form 1, Section 5 after communicating with the Provost regarding salary
- ☐ Provost: Completes Form 1, Section 6 and approves salary and the position, and notifies the Office of the Provost to produce the Letter of Appointment
- ☐ Office of the Provost: Produces the Letter of Appointment
- ☐ AAU Head: Sends out rejection letters to unsuccessful shortlisted candidates
- ☐ Successful Incumbent: Enrols online for their employee ID, email account, parking, etc.