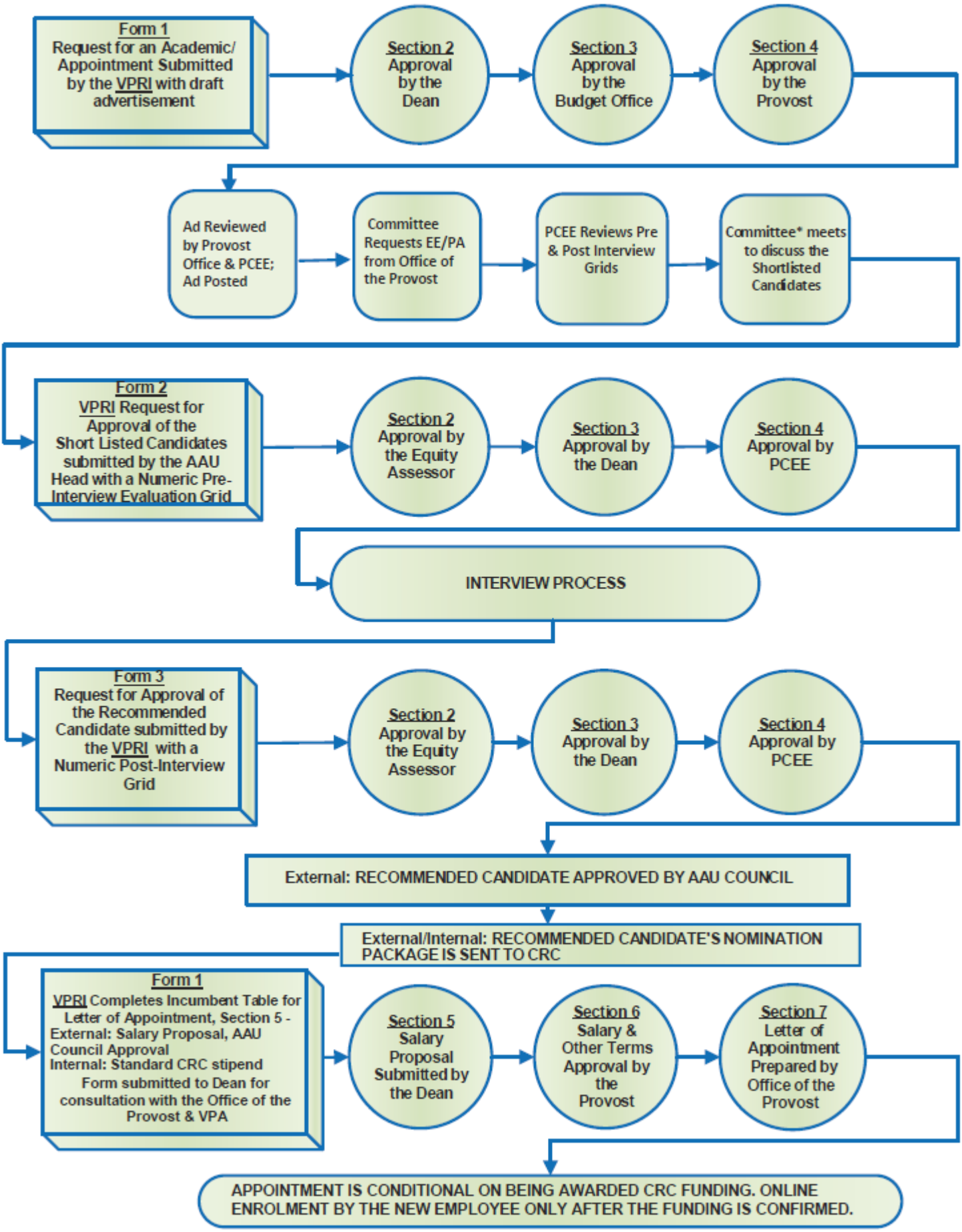
# University of Windsor CRC Appointments Procedure




CRC Appointments, updated July 31, 2019

# Committee Checklist for CRC Appointments

- ☐ VPRI: Submits Form 1, Request for an Academic Appointment for approval
- ☐ Provost: Approves position for advertising on the UofW Website;
  PCEE reviews the advertisement
- ☐ Appointments Committee (*see Collective Agreement 12:10): 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
- ☐ VPRI: Sends out acknowledgement letters/emails to all applicants
- ☐ VPRI: Makes copies of each applicant file for distribution to the Appointments Committee
- ☐ Appointments Committee: Reviews CVs, letters of application and reference letters
- ☐ VPRI: 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
- ☐ VPRI: Prepares an itinerary for each shortlisted candidate and arranges accommodations for the interview
- ☐ VPRI: Introduces the EE/PA and explains their purpose
- ☐ EE/PA: Identifies designated group members during the interview process (A, VM, DS, SM, W)
- ☐ VPRI: 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
- ☐ VPRI: Sends the recommended candidate's nomination package to CRC
- ☐ VPRI: Completes Form 1, Section 5 entering the AAU Council date and completes the Letter of Appointment Table. If the appointment is internal then e.g. name of the incumbent, term of the appointment, etc. in the Letter of Appointment Table.
- ☐ Dean: Completes Form 1, Section 5 after communicating with the Provost regarding salary. If the appointment is internal, the incumbent receives a 10% CRC stipend in addition to the normal salary.
- ☐ Provost: Completes Form 1, Section 6 and approves salary and the position, and notifies the Faculty Recruitment Coordinator/Senior Administrative Officer to produce the Letter of Appointment.
- ☐ Faculty Recruitment Coordinator/Senior Administrative Officer: Produces the Letter of Appointment
- ☐ VPRI: Sends out rejection letters to unsuccessful shortlisted candidates
- ☐ External – Successful Incumbent: After the CRC Funding is confirmed, enrols online for their employee ID, email account, parking, etc.