# University of Windsor CRC Appointments Procedure

**Form 1**
Request for an Academic/ Appointment Submitted by the VPRI 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**
VPRI 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 VPRI with a Numeric Post-Interview Grid

→

**Section 2** Approval by the Equity Assessor

→

**Section 3** Approval by the Dean

→

**Section 4** Approval by PCEE

External: RECOMMENDED CANDIDATE APPROVED BY AAU COUNCIL

External/Internal: RECOMMENDED CANDIDATE'S NOMINATION PACKAGE IS SENT TO CRC

**Form 1**
VPRI Completes Incumbent Table for Letter of Appointment, Section 5 - External: Salary Proposal, AAU Council Approval Internal: Standard CRC stipend Form submitted to Dean for consultation with the Office of the Provost & VPA

→

**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

APPOINTMENT IS CONDITIONAL ON BEING AWARDED CRC FUNDING. ONLINE ENROLMENT BY THE NEW EMPLOYEE ONLY AFTER THE FUNDING IS CONFIRMED.

**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.

**University of Windsor CRC Appointments, updated July 31, 2019**