Process Checklist for Academic Appointments

Position responsible	Process Details	Timeline (for July 1st appointments)
1. AAU Head	DEAP tool information from OHREA - information on the current designated groups under-representation in the unit	
2. AAU Head	Informs the Faculty Recruitment Coordinator that an Employment Equity/Procedures Assessor **(EE/PA) will be needed for this search.	Close to the first meeting of the appointments committee.
3. AAU Head: Initiates **Form 1* - Request for an Academic Appointment**	The AAU Head (or assistant) fills Section 1 in full along tabs "Position Details"; "Position Rationale"; Advertising Details" and "Appointment Committee Members". Typically, the Appointments Committee has discussed and prepared a draft advertisement at that point. Please attach the draft advertisement in "Advertising Details" tab. In Signature Section: Please fill the emails for the Dean; Dean's assistant; Budget Manager, AAU Head and AAU Head's assistant. The email of the person completing the form is automatically populated. Select the Date, "Yes" for approval and click the green button so the form can move to the next stage of the workflow, in this case - to the Dean for review and approval. (If non departmentalized Faculty initiates the request, the Dean completes Section 1 and 2 of the Form and sends it to Budgets.)	Align with advertising in Fall and appointments committee formation each year.
4. Dean review & decision	The Dean (or assistant) completes Section 2 and sends to Budget	
5. Budgets review & decision	The requested position then moves to Budgets – the budget analyst verifies the funding/account provided in Section 1 and if there are no questions, approves. They may follow-up with the Dean's office if there is information missing or incorrect. Budgets completes Section 3 and pushes the request to the next stage of the workflow – the Provost's office. If the request is for a new position and there is no historical base budget or if the Faculty in a deficit position, the budget analyst may refer the request for the Provost's Budget Committee (PBC) for review	
6. Provost's Review & Decision	Section 4 of Form 1	

7. PCEE	After the position is approved, the Provost's office reviews the draft advertisement and passes it to PCEE	
8. Provost's Office	The Faculty Recruitment Coordinator places the advertisement on the UofW Website, CAUT and University Affairs. The AAU is responsible for advertising in discipline relevant venues or share though listservs.	Advertise in Fall for July 1st start in the consecutive year.
9. Appointments Committee	Prepares 1) pre-interview and post-interview grid to evaluate candidates on their teaching, education, research, etc. and determines the criteria, ranking scores and threshold AND 2) Interview Questions. The grids are passed onto the Administrative Assistant to the Executive Director, OHREA who arranges for the grids to be reviewed by PCEE.	This takes place before the advertisement closing deadline
10. PCEE	Reviews the pre- and post-interview evaluation grids and interview questions and passes on comments/recommendations to the AAU Head and their Assistant.	
11. Provost's Office	The Faculty Recruitment Coordinator submits the list of applicants to the AAU Head and their Assistant. (The AAU Head and their Assistant receive a notification by email when an application is received and can access it).	After advertisement closing deadline.
12. AAU Head	Sends out acknowledgement letters/emails to all applicants	
13. AAU Head	Shares each applicant file with the Appointments Committee	
14. Appointments Committee	Meets to review applications in line with the established pre-interview evaluation grid and establishes a short list (typically no more than 4 applicants)	Shortly after application deadline. Materials to be provided to the committee no less than 5 working days in advance of the meeting.
15. AAU Head initiates a **Form 2*** - **Approval of the shortlisted candidates**	The form will require a summary of all applicants based on their country of origin along with a breakdown of the designated groups of the applicants (if known). Information about each shortlisted candidate along with their application will have to be included. The pre-interview evaluation grid and meeting minutes will have to be attached in the form.	
16. PCEE	Approves the candidate files and shortlisted candidates	Typically close to the end of Fall semester.
17. AAU Head	Prepares an itinerary for each shortlisted candidate and arranges accommodations for the interview (if it will be conducted in person). Each AAU, in addition to interviews, typically prepares other public activities with each of the shortlisted candidates, e.g., public presentation, meet and great with faculty member, etc.	January/ February

18. Appointments Committee	Following completion of all activities, the committee meets to evaluate the shortlisted candidates using the post-interview evaluation grid and based on the interview, candidate's public presentation, constituencies feedback and all prior information from candidate's CV, letter of application, references. The Committee agrees on a candidate who will be recommended to the AAU Council for the position. The Committee may identify candidate 2 and candidate 3 at that time, in case the AAU Council doesn't approve the recommended candidate or the candidate turns down the offer.	February
19. AAU Head initiates a **Form 3* - Approval of the Recommended Candidate**	The AAU Head (or Assistant) completes Form 3 – comments about each of the shortlisted candidates along with the completed post-interview grid and minutes of the meeting (or excerpt of them) along with a rationale for the decision.	March
20. Dean – Form 3		
21. EE/PA – Form 3	Provides input on the process conducted by the Appointments Committee	
22. PCEE	Approves the recommended candidate and the alternative ones (if any).	March
23. AAU Council	The Chair of the Appointments Committee presents the name of the recommended candidate to the AAU Council (min. 5 working days' notice). The Council votes by secret ballot.	End of March or early April.
24. AAU Head	Completes Section 5 of Form 1 – AAU Council date and the Letter of Appointment Table and pushes the button to notify the Dean's Office that the information is populated.	Immediately after the AAU Council
25. Dean	The Dean completes Form 1, Section 5 after communicating with the Provost regarding an appropriate salary range or salary	April
26. Provost's Office	Completes Section 6 and approve the salary and appointment. The Faculty Recruitment Coordinator prepares the appointment letter.	April
27. AAU Head	After the offer is accepted, the Head communicates with the unsuccessful candidates	April
28. Provost's Office	Seamless Entry Process – a series of emails are sent to the successful candidate which assists with the online enrolment, e.g., obtain ID, email account, parking, moving expenses, New Faculty Orientation, etc.	As soon as the offer is accepted

*Form 1, 2, and 3 are Lotus Notes based forms.

- Form 1 – Request for Academic Appointments
- Form 2 – Approval of the Short List
- Form 3 – Approval of the Recommended Candidate

**EE/PA – the University and WUFA review the list of available EE/PAs annually. The Faculty Recruitment Coordinator communicates with the roaster of EE/PAs on any upcoming searches and asks for volunteers. The EE/PA is expected to attend all decision-making meetings. The EE/PA is:

- A non-voting member of the committee
- A resource person at arm's-length to monitor and draw committee's attention to issues on employment equity in terms of fairness applied to all candidates, in particular the designated group members
- Assists the committee in ensuring that the University adheres to the Employment Equity policies, procedures and practices.
- Is EDI trained and well versed in the applicable Senate Bylaws and WUFA CA in order to provide guidance.
- Assists the committee in following Positive Obligation requirements.