# Appointment of Academic Staff – Form A

## Authorization to Recruit

### A. Information on the Position

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>(to be provided by College/Department)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td><strong>College:</strong></td>
</tr>
</tbody>
</table>

**Effective date of appointment:**

- Attach a brief justification for this position based on priorities identified in the college or university plan.
- Describe the space, equipment, and other support needed for this position (including additional support staff) and indicate how these needs will be addressed.
- Indicate the way in which this appointment will address diversity and demographic concerns in the college.

### Type of Appointment

- **Tenure track**
- **Continuing status**
- **Without term** *(Note: see Article 13.3.3; requires JCMA approval which must be obtained before the search begins)*

- **Limited Term** *(Article 13.3.2)*
  - **From:**
  - **To:** *(Note: see Article 13.3.2.2 if less than 12 months and not ending at end of academic year; requires JCMA approval)*

  **Reason for limited term appointment** *(see Article 13.3.2.1 for appointments in-scope of the USFA)*
  - replacement for faculty member on leave
  - replacement for employee appointed to another University position
  - funded from research grants, contracts, etc. (source of funds: 
  - tenurable position but inadequate opportunity to recruit
  - tenurable position but no suitable candidate
  - funded from a combination of part-time funds

- **Full-time**
- **Part-time** *(specify % or number of months)*

### B. Funding for the Position

- **Operating Budget**
- **Bridge funding** *(attach explanation)*
- **Other source of funds (specify)*

### C. Level of Appointment Authorized

**Rank:**

**Category**

- **O** 4 or **O** 5

**Salary:**

### D. Advertising:

- Please review Article 13.4. The advertisement will be developed at the first meeting of the search committee.
- Proposed timeline for advertising:
- Waiver is requested and supporting documentation is attached. *(Normally advertising will be waived only under exceptional circumstances. Contact the Office of the Vice-Provost, Faculty Relations)*

### E. Members of Appointments Forum *(please review Article 13.5.2.1) (please print)*

- **Departmentalized College**
- **Non-departmentalized College**

<table>
<thead>
<tr>
<th>Department Head:</th>
<th>Faculty Member:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cognate Head:</strong></td>
<td><strong>Faculty Member:</strong></td>
</tr>
</tbody>
</table>

**USFA Observer:**

- **or O** not applicable, out-of-scope appointment

### Authorization *(Signature required)*

<table>
<thead>
<tr>
<th><strong>Dean:</strong></th>
<th><strong>Date:</strong></th>
</tr>
</thead>
</table>

**Send Form A and attachments to:** The Office of the Vice-Provost Faculty Relations, Human Resources, and the University of Saskatchewan Faculty Association *(if the position is in-scope)*. Include the proposed date of the initial Search Committee meeting.

Revised October 2018