



APPOINTMENT OF ACADEMIC STAFF – Form A
Authorization to Recruit

A. Information on the Position		Position Number: (to be provided by College/Department)
Department:		College:
Effective date of appointment: _____ <ul style="list-style-type: none"> • 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 <input type="radio"/> Tenure track <input type="radio"/> Continuing status <input type="radio"/> Without term (<i>Note: see Article 13.3.3; requires JCMA approval which must be obtained before the search begins</i>) <input type="radio"/> Limited Term (Article 13.3.2) From: _____ To: _____ <i>(Note: see Article 13.3.2.2 if less than 12 months and not ending at end of academic year; requires JCMA approval)</i> »» Reason for limited term appointment (see Article 13.3.2.1 for appointments in-scope of the USFA) <input type="radio"/> replacement for faculty member on leave <input type="radio"/> replacement for employee appointed to another University position <input type="radio"/> funded from research grants, contracts, etc. (source of funds: _____) <input type="radio"/> tenurable position but inadequate opportunity to recruit <input type="radio"/> tenurable position but no suitable candidate <input type="radio"/> funded from a combination of part-time funds <input type="radio"/> Full-time <input type="radio"/> Part-time (<i>specify % or number of months</i>) _____		
B. Funding for the Position <input type="radio"/> Operating Budget <input type="radio"/> Other source of funds (specify) <input type="radio"/> Bridge funding (<i>attach explanation</i>)		
C. Level of Appointment Authorized Rank: _____ Category <input type="radio"/> 4 or <input type="radio"/> 5 Salary: _____		
D. Advertising: <ul style="list-style-type: none"> • Please review Article 13.4. The advertisement will be developed at the first meeting of the search committee. • Proposed timeline for advertising: _____ <input type="radio"/> 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) (<i>please print</i>)		
Departmentalized College	Non-departmentalized College	
Department Head:	Faculty Member:	
Cognate Head:	Faculty Member:	
USFA Observer:	or <input type="radio"/> not applicable, out-of-scope appointment	
Authorization (Signature required) Dean: _____ Date: _____		
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.		