



APPOINTMENT OF ACADEMIC STAFF – Form B
Recommendation of the Search Committee

Information on the Position		Position number: (to be provided by College/Department)			
Department:		College:			
A. RECOMMENDATION OF THE SEARCH COMMITTEE					
1. Recommended Candidate:				Rank:	
Gender: <input type="radio"/> female <input type="radio"/> male If known, indicate if candidate is: <input type="radio"/> Aboriginal <input type="radio"/> visible minority <input type="radio"/> disabled					
2. Search Committee Vote: Quorum shall be a majority of eligible members and must never be less than five. (Article 13.5.1.2) a. Date of Search Committee meeting when the vote was taken: _____ b. Please attach a list of the members of the Search Committee indicating those in attendance at the meeting when the vote was taken. c. Vote of the Search Committee on the question: <i>“Shall appointment be recommended?”</i>					
In favour	Opposed	Absent	Abstained	On Leave	Excluded (conflict of interest)
3. Minority Views (Article 13.5.1.9): <input type="radio"/> Statement of minority views are attached. <input type="radio"/> There are no minority views.					
4. Types of appointments (Article 13.3): a. <input type="radio"/> Limited term (Article 13.3.2.2) 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"/> (i) replacement for faculty member on leave (position #: _____) <input type="radio"/> (ii) replacement for employee appointed to another University position (position #: _____) <input type="radio"/> (iii) funded from research grants, contracts, etc. (source of funds: _____) <input type="radio"/> (iv) tenurable position #: _____ but inadequate opportunity to conduct satisfactory search <input type="radio"/> (v) tenurable position #: _____ but no suitable candidate <input type="radio"/> (vi) funded from a combination of part-time funds <input type="radio"/> Special Lecturer (see Articles 13.1.4 and 24.4.1) Attach reasons for rank and salary (<i>Requires JCMA Approval</i>) <input type="radio"/> Full-time <input type="radio"/> Part-time (<i>specify % or number of months</i>) _____					
b. <input type="radio"/> Without Term Effective Date: _____ Date of JCMA Approval: _____					
c. <input type="radio"/> Tenure Track - Probationary Effective Date: _____ List previous University of Saskatchewan appointments that may count toward the probationary period (see Articles 13.3.2.2 and 13.7.3)					
d. <input type="radio"/> Continuing Status – Probationary Effective Date: _____ List previous University of Saskatchewan appointments that may count toward the probationary period (see Articles 13.3.2.2 and 13.7.3)					

- e. With tenure Effective Date: _____
 With continuing status Effective Date: _____
 Quorum of the Renewal and Tenure Committee shall be two-thirds of eligible members of the committee rounded up to the next highest integer.
- i. Please attach a list of the members of the Department (or College) Renewals and Tenure Committee indicating those in attendance at meeting when vote taken.
 - ii. Please attach Form T1 providing the rationale for how the candidate meets the standards for tenure including the vote of the committee on the question: “*Shall tenure/continuing status be recommended on appointment?*”

In favour	Opposed	Absent	Abstained	On Leave	Excluded (conflict of interest)
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B. SUMMARY OF THE SEARCH PROCESS

Advertising (attach copy of printed advertisement)

Advertising outlets (print, electronic, conference, etc.): _____ Date(s): From _____ to _____

Employment Equity Information: Describe any measures taken to encourage applications from designated groups (aboriginal peoples, persons with disabilities, visible minorities and women):

Total number of applicants:	Female:	Male:
Number interviewed:	Female:	Male:

If the short list did not contain any members of the designated groups, please provide an explanation:

C. SEARCH COMMITTEE SALARY RECOMMENDATION (Article 18.2.6)

Re-appointment - salary will follow normal progression
 Current Rank: _____ Current Salary: _____ Current CDI Count: _____

- Reappointment other than July 1:
- continue at current rank, salary, and CDI count. Will receive normal July 1 salary adjustments including across the board increases and CDI increases.
- Reappointment effective July 1:
- July 1 Collective Bargaining Across the Board Adjustment: ____ %
 - July 1 CDI Adjustment: ____ CDI x \$ _____
 - July 1 Other Collective Bargaining Adjustments: _____
 - July 1 Salary after adjustments: _____
 - July 1 CDI Count: _____

Note: Special increases can be awarded as outlined in Article 17.1 and 17.2.

New appointment – salary as follows:
 Salary: _____ [only academic component for College of Medicine appointments]

Article 18.2.6.1 Normal treatment (floor of appropriate rank)

Article 18.2.6.6 Above floor of appropriate rank (**Form B-1 must be completed and attached**)

Firm Salary* \$_____ *A firm salary has specific meaning. Contact HR for clarification.

Signature of Chair, Search Committee:

Date:

D. DEAN'S RECOMMENDATION ON CONDITIONS OF APPOINTMENT

- I support the appointment and salary recommended by the Search Committee I do **not** support the appointment and salary recommended by the Search Committee
- I support the appointment recommended by the Search Committee but recommend a different salary

Article 18.2.6.7 The starting salary cannot be less than the recommended salary of the Search Committee and may not be more than 2 CDIs or Special Increases above the recommended salary without referral to the Search Committee.

Salary including CDI Count and Special Increase Count \$_____

CDI Count: ____ (to 2 decimal places) Special Increase Count: ____

Firm Salary* \$_____ *A firm salary has specific meaning. Contact HR for clarification. (*requires end date*)

Assigned duties (check one): Standard duties for faculty in this department/college
 Non-standard duties
(description of non-standard duties must be attached)

Signature of Dean:

Date:

Send Form B, advertisement, CV, and reference letters to: The Office of the Vice-Provost Faculty Relations and the Faculty Association (if the position is in-scope).

Revised October 2018