

FORM #2 - Shortlisting Checklist to Dean/University Librarian

Chair of the Search Committee Submission to the Dean/University Librarian of proposed faculty/librarian appointment

TO: _____ DATE: _____
(Dean/University Librarian)

FROM: _____ DATE: _____
(Chair of Search Committee) (Department/Library/Centre)

RE: **Prospective Appointment of:** *(check (✓) as appropriate)*

- Limited Term ... duration _____
 Probationary
 Tenured

- Lecturer
 Assistant Professor
 Associate Professor
 Professor

Names or/ranked shortlist of candidates recommended for interview:

- 1) _____
2) _____
3) _____

(Normally, at least three candidates will be short-listed for probationary and tenured appointments, except in cases where there are fewer than three qualified candidates.) [Article 19.10\(g\)](#)

The following items are enclosed: (please (✓) check)

- (a) ___ The advertisement for the position. [Article 19.10\(e\)](#)
(b) ___ Department/Library/Centre Employment Equity Plan. [Article 20.02](#)
Please see resource: [Form #5: Employment Equity Guidelines & Resources](#)
(c) ___ Outline of search procedures and expectations. [Article 19.10](#)
(d) ___ Specific steps taken to address gender imbalances and equity issues pertaining to the five designated groups.

NOTE: Any Department/Library/Centre with more than 40% representation of women (ie. women hold more than 40% of the probationary and tenured positions), will be deemed to have achieved a gender balance and, in this instance, the employment equity procedures will apply to candidates from the other designated groups (ie. women, Aboriginal peoples, members of visible minorities, people with disabilities and lesbian, gay, bisexual, transgender, and queer (LGBTQ)).
[Article 20.01 \(a\)ii](#)

(e) ____ A summary of the discussion and rationale relevant to the establishment of the short-list.

This will include a copy of all sections of the Department/Library/Centre minutes relevant to the establishment of the shortlist, summarizing the rationale for the preferred order of appointment of shortlisted candidates.

NOTE: The Parties recognize that differing career patterns may be more common among members of designated groups and that this should be taken into account in assessing the experiences and qualifications of members of these groups. [Article 19.10\(i\)](#) Shortlisting deliberations must include consideration of the above.

(f) ____ The complete files of applicants who have been shortlisted for interview. [Article 19.10 j \(i\)](#).

(g) ____ The complete files of all applicants who are self-identified members of designated groups. If the initial short-list for interviews does not include a self-identified member of a designated group, reasons must be provided in writing. [Article 19.10\(h\)](#)

(h) ____ Completed Section 1 of [Form #4 - Department Recruitment Summary](#).

NOTE: In the case of a search for a tenure track position, a spousal hiring shall take priority when two applicants, one of whom might be a member of a designated group, as described in Article 19 (Appointment of Members), are equally qualified as the best candidate or not substantially apart in their qualifications as the best candidate.

Chair of the Search Committee Signature

Date