

FORM #3 - SHORTLISTING CHECKLIST TO JCEE

*Dean/University Librarian Submission to JCEE
of proposed faculty/librarian appointment*

TO: Joint Committee on Employment Equity (JCEE) DATE: _____

FROM: _____
(Dean/University Librarian)

RE: **Recommended Shortlist of Candidates for Interview**
(Consistent with Article 19.10 j of the current BUFA collective agreement)

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

- (a) _____ The name or ranked shortlist recommended by the Department/Library/Centre together with the complete files of these applicants;
- (b) _____ The Department/Library/Centre rationale, if any, for not including a self-identified member of a designated group on the shortlist;
- (c) _____ The advertisement for the position; *Article 19.10(e)i*
- (d) _____ The complete files of all applicants who are self-identified members of designated groups.

Please also include [Form #2 - Shortlisting Checklist to the Dean/University Librarian](#) and supporting documentation, as appropriate.

Dean/University Librarian's Signature

Date

FOR JCEE COMPLETION:

In accordance with *Article 19.10* of the current BUFA collective agreement, the requirements for recruiting and assessing candidates who are members of a designated group:

- Have been met.
- Have not been met. Requests for reconsideration of the shortlist is based on the following (additional comments may be attached if needed):

JCEE Member Name: _____ Signature: _____ Date: _____
JCEE Member Name: _____ Signature: _____ Date: _____

Process as outlined in current C.A. was followed: _____ Yes _____ No

JCEE Chair signature: _____ Date: _____