

## FORM #4

### DEPARTMENT RECRUITMENT SUMMARY

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The following summary must be completed by the Chair of the Search Committee of the Department/Library/Centre for **each** recruitment vacancy. *Article 20.03(b)*

POSITION: \_\_\_\_\_ DURATION: \_\_\_\_\_

DEPARTMENT/LIBRARY/CENTRE: \_\_\_\_\_

SEARCH COMMITTEE CHAIR: \_\_\_\_\_

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**SECTION 1** - to be completed and included with *Form #2 - Shortlisting Checklist to Dean/University Librarian*

#### SUMMARY OF APPLICANTS FOR THIS COMPETITION:

A	B	C	D
Total # of applicants:	Total # Self-identification Forms Returned:	Of the Forms Returned, Total # who elected not to complete:	<b>Total # who self-identified as a % of Total Applicants:</b>  ie. $(B-C) / A * 100$

**Of the applicants who self-identified:** *(Note: Chairs or other persons should not determine whether a person belongs in a designated group or not. Instead, the applicant must choose to self-identify.)*

	Women	Indigenous Peoples	Black People	Persons with Disabilities	Visible Minorities/Racialized Groups	2SLGBTQI+	TOTAL
# of applicants							
# met posted qualifications or equivalent qualifications							
# shortlisted							

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**SECTION 2** - to be completed and submitted to JCEE prior to June 1<sup>st</sup> each year

*This summary of recruitment activity during the previous 12 month period, combined with the Department/Library/Centre Employment Equity Plans will be used by the JCEE to review procedures, actions, and outcomes related to recruitment and appointment of faculty members.*  
*Article 20.03(b)*

<b>Of the applicants who self-identified:</b>	Women	Indigenous Peoples	Black People	Persons with Disabilities	Visible Minorities/Racialized Groups	2SLGBTQI+	<b>TOTAL</b>
# recommended for appointment:							
# appointed:							

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**SIGNATURES:**

\_\_\_\_\_  
Chair of the Search Committee's Signature

\_\_\_\_\_  
Date Submitted to Dean/University Librarian

\_\_\_\_\_  
Dean/University Librarian's Signature

\_\_\_\_\_  
Date