

FORM #4

DEPARTMENT RECRUITMENT SUMMARY

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: _____

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:	Total # who self-identified as a % of Total Applicants: 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	Visible Minorities	Aboriginal Peoples	Persons with Disabilities	LGBTQ	TOTAL
# of applicants						
# met posted qualifications or equivalent qualifications						
# shortlisted						

SECTION 2 - to be completed and submitted to JCEE prior to June 1st 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\(b\)](#)

Of the applicants who self-identified:	Women	Visible Minorities	Aboriginal Peoples	Persons with Disabilities	LGBTQ	TOTAL
# recommended for appointment:						
# appointed:						

SIGNATURES:

Chair of the Search Committee's Signature

Date Submitted to Dean/University Librarian

Dean/University Librarian's Signature

Date