Faculty Recruitment Checklist
Tenure/Tenure-Track and Permanent/Teaching-Track (non-FHS)

☐ Approval to Commence the Recruitment Process
  ○ Analyze Position Requirements
  ○ Establish Criteria
  ○ Approval of budget from Provost and President

☐ Prepare Advertisement
  ○ Approval by Dean and Provost
  ○ Posted on Academic Postings website
  ○ Copy supplied by Provost’s Office to CUPE3906
  ○ Advertise externally, as appropriate

☐ Establish Selection Committee
  ○ Establish criteria and document
  ○ Maintain confidentiality
  ○ Consult Ontario Human Rights code, etc.

☐ Selection Process – General
  ○ Record the Process and include basis for all decisions made
  ○ Describe special measures to recruit members of designated groups

☐ Screen Applicants
  ○ Review and evaluate against established criteria
  ○ Establish short list and justify the way it was developed
  ○ Inform all applicants

☐ Candidates’ Visit and Interview
  ○ Develop set of questions based on job-related criteria that all candidates will be asked
  ○ Follow consistent procedures for all interviewees
  ○ Introduce candidate to McMaster and Hamilton
○ Determine requirements, such as spousal hires

☐ Identify Successful Candidate
  ○ Perform reference check of successful candidate
  ○ Start a new search if no excellent candidates

☐ Finalize Appointment Process and Offer
  ○ All recommendations for appointment approved by Faculty Appointments Committee before offer is made to candidate
  ○ Final offer letter prepared by Provost's Office for President’s signature

☐ Foreign Academic Package (if applicable)
  ○ Complete form for submission to Human Resources & Skills Development Canada in conjunction with Provost’s Office