

Complete Policy Title:
Advertising of Appointments

Policy Number (if applicable):

Approved by:
Senate

Date of Most Recent Approval:
May 10, 1971

Date of Original Approval(s):
May 10, 1971

Supersedes/Amends Policy dated:

Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

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At the recommendation of AUCC and CAUT, the Committee on Appointments endorses the proposal that when feasible, all faculty and senior administrative openings should be advertised in the AUCC publication, University Affairs.

In order to ensure the advertising of such positions, it is suggested that the most efficient manner, and within the budgetary limitations of the University, would be to have notices of such vacancies:

1. prepared by Department Chairs
2. vetted by the appropriate Faculty Dean
3. collated through the office of the appropriate Vice-President, Academic for forwarding to University Affairs.

With respect to advertising senior administrative openings, this should be done when there is a need to go outside the University to make such an appointment. Where it is evident that an appointment could be made from within the University (e.g. when a Department Chair is to be appointed from among the members of the Department), there would be no need to advertise the position.

In circumstances which necessitate an emergency appointment or other special cases, such appointments may be made without advertising at the discretion of the Academic Vice-President, but details of such appointments must be presented to Senate.