

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