UNIVERSITY OF SASKATCHEWAN

APPOINTMENT OF ACADEMIC STAFF – Form A
AUTHORIZATION TO RECRUIT

A. Information on the Position	**Position Number:** (to be provided by College/Department)
Department:	College:

Effective date of appointment: _____

- Attach a brief justification for this position based on priorities identified in the college or university plan.
- Describe the space, equipment and other support needed for this position (including additional support staff) and indicate how these needs will be addressed.
- Indicate the way in which this appointment will address diversity and demographic concerns in the college.

Type of Appointment

☐ Tenure track ☐ Continuing status ☐ Without term (*Note: see Article 13.3.3; requires JCMA approval which must be obtained before the search begins)*

☐ Limited Term (Article 13.3.2) **From:** **To:**

(Note: see Article 13.3.2.2 if less than 12 months and not ending at end of academic year; requires JCMA approval)

»» Reason for limited term appointment (see Article 13.3.2.1 for appointments in-scope of the USFA)

- ☐ replacement for faculty member on leave
- ☐ replacement for employee appointed to another University position
- ☐ funded from research grants, contracts, etc. (source of funds: _____)
- ☐ tenurable position but inadequate opportunity to recruit
- ☐ tenurable position but no suitable candidate
- ☐ funded from a combination of part-time funds

☐ Full-time ☐ Part-time (*specify % or number of months*) _____

B. Funding for the Position

☐ Operating Budget ☐ Other source of funds (specify)
☐ Bridge funding (*attach explanation*)

C. Level of Appointment Authorized

Rank: Category ☐ 4 or ☐ 5 Salary:

D. Advertising:

- Please review Article 13.4. The advertisement will be developed at the first meeting of the search committee.
- Proposed timeline for advertising: _____

☐ Waiver is requested and supporting documentation is attached. (Normally advertising will be waived only under exceptional circumstances: contact the Vice-Provost's office.)

E. Members of Appointments Forum (please review Article 13.5.2.1) *(please print)*

Departmentalized College	Non-departmentalized College
Department Head:	*Faculty Member*:
Cognate Head:	*Faculty Member:*
USFA Observer:	*or* ☐ not applicable, out-of-scope appointment

Authorization (*Signature required*)

Dean: Date:

Instructions: Send a copy of this form and attachments to the Office of the Vice-Provost Faculty Relations, Human Resources and the University of Saskatchewan Faculty Association (only if the position is in-scope), including the proposed date of the initial Search Committee meeting.

Revised October 6, 2011