



**APPOINTMENT OF ACADEMIC STAFF – Form B
RECOMMENDATION OF THE SEARCH COMMITTEE**

Information on the Position		Position number: (to be provided by College/Department)			
Department:		College:			
A. RECOMMENDATION OF THE SEARCH COMMITTEE					
1. Recommended Candidate:				Rank:	
Gender: <input type="checkbox"/> female <input type="checkbox"/> male If known, indicate if candidate is: <input type="checkbox"/> Aboriginal <input type="checkbox"/> visible minority <input type="checkbox"/> disabled					
2. Search Committee Vote: Quorum shall be a majority of eligible members and must never be less than five. (Article 13.5.1.2) a. Date of Search Committee meeting when the vote was taken: _____ b. Please attach a list of the members of the Search Committee indicating those in attendance at the meeting when the vote was taken. c. Vote of the Search Committee on the question: <i>“Shall appointment be recommended?”</i>					
In favour	Opposed	Absent	Abstained	On Leave	Excluded (conflict of interest)
3. Minority Views (Article 13.5.1.9): <input type="checkbox"/> Statement of minority views are attached. <input type="checkbox"/> There are no minority views.					
4. Types of appointments (Article 13.3):					
a. <input type="checkbox"/> Limited term (Article 13.3.2.2) from: _____ to: _____ <i>(Note, see article 13.3.2.2 if less than 12 months and not ending at end of academic year; requires JCMA approval)</i> » Reason for limited term appointment (see Article 13.3.2.1 for appointments in-scope of the USFA) <input type="checkbox"/> (i) replacement for faculty member on leave (position #: _____) <input type="checkbox"/> (ii) replacement for employee appointed to another University position (position #: _____) <input type="checkbox"/> (iii) funded from research grants, contracts, etc. (source of funds: _____) <input type="checkbox"/> (iv) tenurable position #: _____ but inadequate opportunity to conduct satisfactory search <input type="checkbox"/> (v) tenurable position #: _____ but no suitable candidate <input type="checkbox"/> (vi) funded from a combination of part-time funds <input type="checkbox"/> Special Lecturer (see Articles 13.1.4 and 24.4.1) Attach reasons for rank and salary (<i>Requires JCMA Approval</i>) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (<i>specify % or number of months</i>) _____					
b. <input type="checkbox"/> Without Term Effective Date: _____ Date of JCMA Approval: _____					
c. <input type="checkbox"/> Tenure Track - Probationary Effective Date: _____ List previous University of Saskatchewan appointments that may count toward the probationary period (see Articles 13.3.2.2 and 13.7.3)					
d. <input type="checkbox"/> Continuing Status – Probationary Effective Date: _____ List previous University of Saskatchewan appointments that may count toward the probationary period (see Articles 13.3.2.2 and 13.7.3)					

e. **With tenure** Effective Date: _____
 With continuing status Effective Date: _____
 Quorum of the Renewal and Tenure Committee shall be two-thirds of eligible members of the committee rounded up to the next highest integer.
 i. Please attach a list of the members of the Department (or College) Renewals and Tenure Committee indicating those in attendance at meeting when vote taken.
 ii. Please attach Form T1 providing the rationale for how the candidate meets the standards for tenure including the vote of the committee on the question: "Shall tenure/continuing status be recommended on appointment?"

In favour	Opposed	Absent	Abstained	On Leave	Excluded (conflict of interest)
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B. SUMMARY OF THE SEARCH PROCESS

Advertising (attach copy of printed advertisement)

Advertising outlets (print, electronic, conference, etc.): _____ Date(s): From _____ to _____

Employment Equity Information: Describe any measures taken to encourage applications from designated groups (aboriginal peoples, persons with disabilities, visible minorities and women):

Total number of applicants: _____ Female: _____ Male: _____
 Number interviewed: _____ Female: _____ Male: _____

If the short list did not contain any members of the designated groups, please provide an explanation:

Search Committee Salary Recommendation (Article 18.2.6):

Salary: _____ [only academic component for College of Medicine appointments]

Article 18.2.6.1 Normal treatment (floor of appropriate rank)

Article 18.2.6.6 Above floor of appropriate rank **Form B-1 must be completed and attached**

Firm Salary* \$_____ *A firm salary has specific meaning. Contact HR for clarification.

Signature of Chair, Search Committee:

Date:

C. DEAN'S RECOMMENDATION ON CONDITIONS OF APPOINTMENT

- | | |
|---|---|
| <input type="checkbox"/> I support the appointment and salary recommended by the Search Committee | <input type="checkbox"/> I do not support the appointment and salary recommended by the Search Committee
An Appointments Forum meeting must be held (see Article 13.5.2) |
| <input type="checkbox"/> I support the appointment recommended by the Search Committee but recommend a different salary | |

Article 18.2.6.7 The starting salary cannot be less than the recommended salary of the Search Committee and may not be more than 2 CDIs or Special Increases above the recommended salary without referral to the Search Committee.

Salary including CDI Count and Special Increase Count \$ _____

CDI Count: _____ (to 2 decimal places) Special Increase Count: _____

Firm Salary* \$ _____ *A firm salary has specific meaning. Contact HR for clarification.
(requires end date)

Assigned duties (check one): Standard duties for faculty in this department/college
 Non-standard duties
(description of non-standard duties must be attached)

Signature of Dean:

Date:

Distribution: In departmentalized colleges, the Chair of the Search Committee shall forward this form to the Dean's Office for completion of Part C. **It is the responsibility of the Dean's Office** to forward one copy of Form B, Form B-1 and supporting documentation for appointments above the floor, the advertisement, the CV, and letters of reference to the Vice-Provost Faculty Relations. Send a copy to the Faculty Association, **only if the position is in-scope.**