

## Checklist for Contractually Limited Appointment Renewals

Date Received: \_\_\_\_\_

### **RECOMMENDATION FOR RENEWAL OF CONTRACTUALLY LIMITED APPOINTMENT**

NAME OF CANDIDATE \_\_\_\_\_

FACULTY \_\_\_\_\_

HIRING UNIT \_\_\_\_\_

RANK \_\_\_\_\_

CATEGORY 12.06 (a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_ or (d) \_\_\_\_\_

RENEWAL TERM \_\_\_\_\_ EARLIER TERMS \_\_\_\_\_

DOCUMENTATION     Received   Outstanding

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Dean/Principal/Librarian's views   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Updated C.V.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Assurance of compliance with YUFA Contract:<br>(If the extension combined with the original term<br>of the appointment, exceeds the three-year limit,<br>documentation setting out the exceptional<br>circumstances as required in Article 12.07(d) of<br>the YUFA Collective Agreement must be<br>provided to the individual and the Faculty<br>Association). | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Recommendations re salary range, rank, other   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Source of Funding  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Draft letter of offer  | <input type="checkbox"/> | <input type="checkbox"/> |

AVP Academic Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Decision Communicated to  
Dean/Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Letter of Offer Copy \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation of Appointment

Effective Date: \_\_\_\_\_