



Please submit form to cooracad@uvic.ca.

Candidate Information

Name: Highest degree: Year awarded:
Citizenship:
Current Employment:
Anticipated Start Date: Request to Recruit #:

Applicants

If the preferred candidate is neither a Canadian citizen nor Permanent Resident, the "Canadian and Permanent Resident Applicants" spreadsheet found on the VPAC website must be completed and submitted with this form. (Further information is on page 2).

Table with 5 main categories: Applications, Short-listed, Interviewed, Selected. Each category has sub-columns for Cdn and NC. Rows include Total number, Female, Male, Self-identified Aboriginal*, Self-identified visible minority*, and Self-identified with disabilities*.

*Complete this information only in the event that the candidates are asked to self-identify in consideration of the equity plan, and/or the candidate chooses to self-identify.

Basis for Recommendation

Please provide a brief rationale for the selection of the candidate, referencing the advertised criteria.

Multiple horizontal lines provided for writing the basis for recommendation.

Proposed Offer

Rank:	Tenure-track	Tenured	Limited-term
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Suggested Financial Terms:

Base salary:	Stipend (CRC, etc.):
Start-up funds:	from Faculty/Dept &
total, split	from VPAC
CFI (as approved by Research):	Other research funds:

Other Terms:

Justification (relevant professional and post-secondary experience, etc.):

Recommended by: _____	_____
<i>Dean/University Librarian</i>	<i>Date</i>

Preferred Candidate is a Non-Canadian

When applying for a work permit for a foreign academic, the university is required to provide an explanation as to why none of the Canadian or Permanent Resident applicants were thought to be suitable for the position. The explanations do not need to be lengthy, but do need to indicate why the candidate did not meet the advertised job requirements/criteria, or - if they did meet the advertised requirements - why they were not considered qualified for the position. For example, "area of expertise differs from that advertised" or "applicant does not have PhD".

If you have any questions regarding the completion of the spreadsheet, please contact Irene at cooracad@uvic.ca.

APPROVAL TO MAKE AN OFFER WILL NOT BE GRANTED UNTIL THE COMPLETED SPREADSHEET HAS BEEN RECEIVED.

Please note:

*If the successful candidate is neither a Canadian citizen nor Permanent Resident, copies of **all** recruitment documentation (CVs of all applicants, ARPT notes and reports, etc.) **MUST** be archived for six years, as the university may be audited for compliance by Immigration, Refugees and Citizenship Canada.*