



Office of the Vice-President
Academic and Provost

University
of Victoria

Request to Recruit a Faculty Member or Librarian

Recruitment Index Number

RTR#: _____

Budget Office Use Only

Academic Unit:

Faculty:

Contact Person:

Local:

Rank/Position:

Anticipated Start Date:

*If the intent is to recruit at any rank above that of Assistant, a memo **must** be attached outlining the rationale for hiring at the more senior rank.*

Position Status:

Tenure-track

Tenured

Limited-term (>1yr)

Full-Time

Part-Time with an FTE of

Person being replaced:

Reason:

Note: Supporting documentation must be attached (Advice of Separation).

If the intent is to re-post a failed or cancelled search, please provide the Request to Recruit # assigned to the prior search:

CHAIR/DIRECTOR TO COMPLETE:

If this is a new position approved in your Faculty/Library budget letter or staffing plan from VPAC, please attach a copy of the page where the position is indicated.

Brief rationale for recruitment:

Chair/Director

Date

Note: All searches must be conducting according to all UVic policies and procedures and the provisions of the Collective Agreement.

For information on the recruitment process, please see the [Faculty & Librarian Recruitment Handbook](#) and the [Recruitment Quick Reference guide](#) on the VPAC website.

DEAN TO COMPLETE:

Briefly describe how this recruitment aligns with your Faculty’s academic staffing plan/Librarian staffing plan. If this is a new position that deviates from the plan, please attach a revised staffing plan which reflects this proposed recruitment.

Will you be requesting CFI funds for this position? N Y How much? _____
(If yes, please get in contact with the Manager, Institutional Programs in Research Services at cfi@uvic.ca)

Dean/University Librarian

Date

ADVERTISEMENT

A copy of the proposed ad must be submitted with this form. The ad must clearly state the criteria upon which selection will be based.

The following statements **must be included** in all advertisements:

- Faculty and Librarians at the University of Victoria are governed by the provisions of the Collective Agreement. Members are represented by the University of Victoria Faculty Association (<http://www.uvicfa.ca>).
- The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians citizens and permanent residents will be given priority.

Ads must be posted for a minimum of 6 weeks in at least three different Canadian publications/sites (other than UVic website) that are demonstrably effective in reaching qualified Canadian candidates. Copies of all ads as they appeared **in publication and proof of the dates they were run** must be retained (screenshots of ads posted on websites must include the URL) and submitted to the VPAC Office with the [Advertising Report](#) once recruitment is completed.

Position to be advertised with:

CAUT Bulletin

University Affairs

SWAAC

Journals/other publications

LISTSERV

Targeted Internet/Emails

BUDGET OFFICE CONFIRMATION TO PROVOST

Budget Office

Date

VPAC APPROVAL

Vice-President Academic and Provost

Date