



University of Victoria

Office of the Vice-President Academic and Provost

Request to Recruit a Faculty Member or Librarian Form

Recruitment Index Number

RTR#: _____

Date: _____

For helpful tools and information on the recruitment process, please see the [Guide to Faculty & Librarian Recruitment](#) and visit the [Faculty & Librarian Recruitment](#) page on the VPAC website.

Academic Unit: _____ **Faculty:** _____

Contact Person: _____ **Local/Email:** _____

Please indicate the position being recruited:

Faculty

Librarian

CRC Tier 1

CRC Tier 2

Appointment advertisement has been reviewed by the [Equity, Diversity and Inclusion Research Officer](#)

Impact Chair

Appointment advertisement has been reviewed by the [Director, Strategic Research Initiatives](#)

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 0._____**

Name of Person being replaced: _____ **Reason:** _____

Note: Supporting documentation must be attached (e.g. copy of resignation/retirement letter or Position Status Change Form).

If you are reposting a previous failed or cancelled search, please indicate the previous the RTR #: _____

*All recruitment processes must be compliant with the Collective Agreement. * Please note the new language within Article 32 Appointments, Reappointments, Promotion and Tenure Committees. **

CHAIR/DIRECTOR'S RATIONALE FOR THIS RECRUITMENT:

Chair/Director

Date (DD/MM/YY)

DEAN/UNIVERSITY LIBRARIAN TO COMPLETE:

Please confirm this recruitment aligns with the staffing plan as discussed with the Vice-President Academic and Provost.

Dean/University Librarian

Date (DD/MM/YY)

ADVERTISEMENT

A copy of the proposed appointment advertisement must be submitted with this form. For ease, use Appendix 9: Appointment Advertisement Template, found on the [Faculty & Librarian Recruitment](#) VPAC website page.

Position to be advertised with:

CAUT Bulletin University Affairs SWAAC Journals/other publications

AcademicJobsOnline

Targeted Internet/Emails: _____

BUDGET OFFICE CONFIRMATION

Financial Planning Analyst

Date (DD/MM/YY)

VPAC APPROVAL

Vice-President Academic and Provost

Date (DD/MM/YY)