Reference - Article 36: Librarian and Archivist Faculty of the SFUFA/SFU 2014-2019 Collective Agreement

After Search Committee Chair has obtained approval from the Dean or the University Secretary to make a verbal or email offer, made the offer and the candidate has accepted, the Search Committee Chair should send the following to the Dean (with a copy to the HR Coordinator, Cecilia) or to the University Secretary.

NOTE: If successful candidate is not a Canadian citizen or permanent resident, consult with Cecilia (for the Library only) who will facilitate a discussion with Faculty Relations on required process. The University Archivist will speak with Kelly Arthurs directly.

1. **Recommendation Memo from Search Committee Chair including:**

   - Recommendation of Selected Candidate:
     - Rationale for selection of candidate, including comments of referees
     - Rank and Salary
     - Percentage of full-time equivalent, if applicable (if not full-time)
     - Start date and End Date (if applicable)
     - Division or Archives
     - Details of support by search committee (include vote if applicable)

   - Overview of the Recruitment Process:
     - Selection and composition of search committee
     - Advertising: List posting sites, media types, and duration of postings (include any necessary back-up documentation)
     - Actions taken to attract members of equity-designated groups
     - Breakdown of total applicants by gender and Canadian/non-Canadian status (as much as is known)
       - If no Canadian candidates were short-listed, provide an explanation
     - Candidate short-listing process
     - Interview/decision process

   - Short-listed Candidates - Unsuccessful:
     - List names, gender, and citizenship (whether Canadian or non-Canadian) of all short-listed candidates
     - Assessment of each short-listed candidate, including reason(s) why unsuccessful

2. **Request confirmation of Library/Archival degree from Candidate (Proof of Degree requirements).**

   For the Library, these will be sent to:
   Cecilia Bernabe
   WAC Bennett Library
   8888 University Drive
   Burnaby, BC  V5A 1S6

   If continuing position, Faculty Relations prepare appointment letter and forward this to the successful candidate. If term position, Cecilia prepares contract letter which Dean signs. For Archives, University Archivist prepares term letters.