Shortlist Checklist

This checklist refers to all teaching-stream and tenure-stream appointments (including appointments of CLTA’s of 3 years or more).

A. The Chair’s report should include the following:

Description of the Recruitment Process

1) Advertisements (describe venues used, including confirmation that)
   - position advertised in *University Affairs* ☐
   - position advertised in *CAUT Bulletin* and other professional journals as appropriate ☐
   - announcement of vacancy sent to all Canadian Universities ☐

2) Special efforts to draw the position to the attention of the five designated groups (describe all proactive recruitment strategies)
   - Ways in which the search committee informed itself of issues of diversity ☐
   - Advertisements placed in specialized journals, newspapers, list servers etc., directed to the following groups:
     - Women ☐
     - Indigenous / Aboriginal persons ☐
     - Persons with a Disability ☐
     - Persons of Colour / Racialized Persons ☐
     - Persons who identify as LGBTQQIP2SAA ☐
   - letters and other communications targeted to members of these groups ☐
   - personal networking targeted to members of these groups ☐
   - measures taken to ensure the candidate pool is sufficiently large ☐

3) Data on Applicant Pool/Shortlist
   - Must include: number of applications received; gender distribution; presence or absence of designated group members in applicant pool and on short list ☐

4) Commentary on Candidates
   - Description of the merits of each candidate on the shortlist, with reference to the advertised requirements (teaching, research, and expertise in the advertised field, etc.) ☐
   - Description of qualifications of top 3 Canadians: for those not on the shortlist, a precise explanation as to why they did not meet the advertised requirements ☐
   - In cases where the short list does not contain candidates from other genders: the name of the highest ranked candidate from the under-represented gender and an explanation of why he/she/they were not short-listed ☐

B) Copy of Advertisement(s) ☐
C) **Documentation on Candidates/Canadians**

- A current curriculum vitae and at least 3 up-to-date letters of reference. Include this documentation for:
  - a) all candidates on shortlist
  - b) top 3 Canadians
  - c) top member of the underrepresented gender, if one is not part of the short list

In addition,
- if NO Canadians are on short-list, list of the names of Canadian applicants and brief reasons why they were unsuitable (use excel spreadsheet)