

 **Urgent □**

**Appointment Recommendation**

**Form**

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| **Appointee Information \* attach CV\*** |
| *Name:* |  | *Employee ID: (if applicable)* |  |
| *Address:* |  |
|  |  |  |
| *E-Mail:* |  | *Telephone:* |  |
| *SIN # (if applicable)* |  | *Citizenship:* |  |
|  |
| **Appointment Information** |
| *Department:* |  |
| *Rank* |  | *Salary Offered:* | $ |
| *Appointment Type:* |  | *If CLA, Category:* |  |
| *Appointment Date:* |  | *Appointment Length:* |  |
| *Special CP/M?* 🞎 No 🞎 Yes 🡪 If yes, please specify:  | *Job Opening ID #* |
|  *Applicant has been linked to the Job Opening in Peoplesoft 🞎 Yes*  |
| **Duties Include  *(please specify)***  |
|  |
|  |
| **Replacement For**  |
|  |
|  |
| **Additional Commitments*****(please include all necessary information e.g, PDA $, moving costs, start-up funds, laboratory renovations, etc.)*** |
|  |

\*\*Please attach a second page if you are providing more information in regards to the appointment.

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| **Approvals** |
| Chair | *SIGNATURE* | *DATE* |
| Dean | *SIGNATURE* | *DATE* |
| Vice-Provost and Dean of Graduate Studies | *SIGNATURE* | *DATE* |
| Provost & VP Academic | *SIGNATURE* | *DATE* |