

**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)*** | | | | | | | | | | |
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| **Replacement For** | | | | | | | | | | |
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|  | | | | | | | | | | |
| **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* |