

**Joint Committee for the Administration of the 16<sup>th</sup> Collective Agreement**  
**Memorandum of Agreement**  
**December 12, 2022**

**Appendix J. Recommendation to hire letter template**

Whereas the parties agreed during negotiations to use a standard template for hiring committees when informing the Dean of their recommendation;

Whereas the template was to be added to the 16<sup>th</sup> Collective Agreement but was omitted in the final edits;

The parties agree that

- 1) the template appended to this MOA will be used for the life of the 16<sup>th</sup> Collective Agreement, and
- 2) The parties will review the template during negotiations for the 17<sup>th</sup> Collective Agreement.

*Paul Abela*

Paul Abela (Dec 12, 2022 09:24 AST)

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P. Abela  
AUFA

*Paula Rockwell*

Paula Rockwell (Dec 12, 2022 19:32 AST)

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P. Rockwell  
AUFA

*D. Keefe*

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D. Keefe  
Board of Governors

*Christopher Callbeck*

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C. Callbeck  
Board of Governors

## Appendix J. Recommendation to hire letter template

Date

Dean of Faculty of X  
Acadia University  
Wolfville, NS B4P 2R6

RE: Position #, Position title

Dear X,

Opening paragraph:

- specify that recommendation to hire follows Article 10.54, 43.36, or 50.54 of the *Sixteenth Collective Agreement*;
- provide the faculty, academic unit, position title, and position # of the appointment. For designated replacement positions, state who is being replaced.

Headers to Include:

**Selection Committee Members**

**Selection Committee Meeting Dates**

**Job Advertisement**

List where advertised

Dates when advertised

Note that actual advertisement is attached

**Short-Listed Candidates**

Confirmation that list of short-listed candidates was circulated to the Academic Unit for comment

Names of short-listed candidates

Dates of interviews

Format of the interviews (in-person, video, phone, etc.)

**Determination of Short-Listed Candidates' Acceptability and Listing of Candidates**

**Rationale of Ranking and Recommendation**

**Description and Date of Academic Unit Vote on Selection Committee's Recommendation**

**Grid Step Placement and Rationale**

**Recommendation re. Start-up Amount and Rationale (for continuing appointments only as required under Article 10.53 (d) (iv), or Article 50:53 (d) (iv).**

**Recommendation re. Recognition Towards Seniority and Sabbatical (for continuing appointments only as required under Article 10.53 (d) (iv), Article 43.35 (d) (iv), or Article 50:53 (d) (iv)).**