A copy of the check-list shall be placed on top of each dossier being sent to the Office of the Vice-President, Governance. Please place documents in the order shown below.

**ADMINISTRATIVE COMMITTEE**

**CHECK-LIST**

**APPOINTMENTS**

<table>
<thead>
<tr>
<th>Faculty: ___________________________</th>
<th>Member’s Name: ___________________________</th>
</tr>
</thead>
</table>

1. E- Form and, if any, an explanatory letter from the dean containing the dean’s recommendation.  
2. The recommendation of the Appointments Committee (17.1.3.2), and the chair, if any.  
3. Draft of the contract.  
4. When the candidate is to be hired in a department deemed to have under-representation of women or men, “a written summary of reasons why the appointment of a candidate of the other gender is being contemplated” (17.1.3.9 f)).  
5. Advertisement(s) of the position.  
7. C.V.  
9. Other documents the dean deems useful.