Recruitment Forms and Minimum Recruitment Period and Scope Requirements

When posting a vacancy and recruiting for faculty, academic, limited and university staff positions, refer to the requirements listed below regarding submission of the Recruitment Efforts Plan (REP), the Request for Authorization to Recruit (RAR) and the required minimum recruitment period and scope.

Type of Position	REP Required	RAR Required	Minimum Period	Recruitment Scope
Faculty	Yes	Yes, if salary exceeds 75% of President's current salary	8 weeks	National recruitment
CHS Faculty [Prof. (CHS), Assoc. Prof. (CHS), Asst. Prof (CHS)]	Yes	No	8 weeks	National recruitment
Other Academic staff (Category A & B), Limited Appointments, clinical lecturer and University Staff	Yes, if title is underutilized by women and/or minorities	No	2 weeks	Local recruitment
	No, if not underutilized by women and/or minorities and if the maximum salary for the position is below salary figure of Range 8 minimum	No	2 weeks	Local recruitment
	Yes, if maximum salary for position is at or above the salary figure of Range 8 minimum*	No if salary does not exceed 75% of President's current salary	4 weeks	Regional recruitment required
		Yes, if salary exceeds 75% of President's current salary	4 weeks	Regional recruitment required; national recruitment recommended
		Yes, if Dean recruitment	8 weeks	National recruitment required

Coaches	Yes, if title is underutilized by women and/or minorities and/or if maximum salary for position is at or above the salary figure of Range 8 minimum	Yes, if salary <u>exceeds</u> 75% of President's current salary	1 week	National recruitment
	No, if not underutilized by women and/or minorities and if the maximum salary for the position is below salary figure of Range 8 minimum		1 week	National recruitment
Internal Recruitment	No-If underutilized for women and/or minorities, requires approval of justification by TRE and OED	Yes, if salary <u>exceeds</u> 75% of President's current salary and/or Dean recruitment	1 week	Not Required

*Except Lecturers

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