2.3 Checklist: Announcing a Position

☐ Does the advertisement contain the following statements?
  ☐ “Equity is a University policy.”
  ☐ “All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.”
  ☐ “While we thank all applicants for their interest in this position, only the candidates selected for an interview will be contacted.”

☐ Does the advertisement comply with the University’s policies on external relations and communications?

☐ Does the advertisement state the following?
  ☐ Field of specialization desired;
  ☐ Required qualifications;
  ☐ Closing date for the application.

☐ In an academic unit deemed to be under-represented,

  ☐ Does the advertisement contain the following statement?
    “We strongly encourage applications from Indigenous persons, racialized persons (visible minorities), persons with disabilities, women, as well as from all qualified candidates with the skills and knowledge to productively engage with equitable, diverse and inclusive communities.”

  ☐ Is the advertisement distributed where qualified persons of the under-represented equity group may have reasonable access to it?

  ☐ Have people chairing relevant departments at other universities, research institutions, and organizations that represent the under-represented group been contacted to provide names of possible candidates?

☐ Does the advertisement use measurable criteria established in Step 1 when listing the required qualifications?

☐ Does the advertisement use an inclusive, appropriate and unbiased language?

☐ Has the advertisement been posted with University Affairs, on the University’s website, and at least one (1) other external publication?

☐ Has the advertisement been forwarded to professional associations, advocacy centres, journals and other media platforms that serve under-represented groups?

☐ Did the Appointments Committee seek out research and postdoctoral fellows and PhD students from other universities who are near the completion of their degree?

☐ Have colleagues at other universities/research institutions been contacted?

☐ Has the Appointments Committee documented good practices and successful strategies?