3.3 Checklist: Reviewing Applications

☐ Have all potential conflicts of interest been disclosed?
☐ Have part-time and sessional faculty in the candidate pool been given fair consideration?
☐ Have alternative qualifications and work experiences been considered?
☐ Are committee members mindful of potential stereotypes that might be present in reference letters?
☐ In the case wherein membership in an equity group is the principal, or most heavily weighted, selection criteria and no member of the equity group deemed underrepresented in the academic unit gets shortlisted:
  ☐ Have applications and screening tools been reviewed to ensure there was no bias?
  ☐ Has the EDIC been consulted for guidance and support?
☐ Have the curricula vitae of all candidates been made available to all regular APUO Members in the academic unit?
☐ Has the committee developed a longer list of candidates who meet the minimum qualifications for the position?
☐ Has the interview shortlist been derived from the longer list?
☐ Has the shortlisting process been documented?
☐ Did the committee check for the candidates’ legal entitlement to work in Canada?
☐ Does the shortlist contain a Canadian worker or permanent resident?
☐ Will a foreign academic have to be considered?
☐ Are the short-listed candidates kept updated on the progress of the application?
☐ In the case that no applicant meets the minimum position requirements,
  ☐ Does the search process need to be restarted?
  ☐ Has the EDIC been consulted for additional guidance and support?