

**LAKEHEAD UNIVERSITY  
FACULTY RECRUITMENT SUMMARY**

Consistent with the goals and objectives of the Lakehead University Employment Equity Policy Statement and the procedures necessary to conform to the requirements of the Ontario Ministry of Colleges and Universities Faculty Renewal Fund, the Faculty Recruitment Summary has been developed to ensure careful consideration of all female applicants. A review of the recruitment procedure midway through the process when candidates are shortlisted is required.

Specific sections of the form shall be completed by the Dean, the Search Committee Chair and the Vice-President (Academic) and Provost.

The Faculty Recruitment Summary shall be completed and returned to the President with the final recommendation of the Department made in accordance with Article 19.02.04 of the Board of Governors and the Lakehead University Faculty Association Collective Agreement.

**SECTION I**

To be completed by the Dean's Office for each academic position and forwarded to the Department.

Position \_\_\_\_\_ Department \_\_\_\_\_

Total # of Applicants \_\_\_\_\_ # Female \_\_\_\_\_ # Male \_\_\_\_\_

**SECTION II**

To be completed by the Chair of the Search Committee prior to submitting the shortlist to the Dean.

A) Total Number of  
Qualified Applicants \_\_\_\_\_ # Female \_\_\_\_\_ # Male \_\_\_\_\_

B) List the name and sex of each person selected for the shortlist (to be interviewed) and attach Curriculum Vitae. Normally, the most qualified female applicant will be interviewed.

Name	Sex
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C) Indicate the name of the most qualified female candidate (if not included above) and attach Curriculum Vitae.

Name: \_\_\_\_\_

**SECTION III**

To be completed by the Dean prior to candidates being proposed for interview and after meeting with the Department Search Committee to review the selection process to date.

A) Have any female applicants been placed on the shortlist? Yes \_\_\_\_\_ No \_\_\_\_\_

B) Are there qualified candidates who are not on the shortlist? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C) After reviewing the recruitment process, are there any names to be added to the shortlist?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list name(s): \_\_\_\_\_  
\_\_\_\_\_

D) Department authorized to interview? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Dean \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Vice-President (Academic) and Provost: \_\_\_\_\_  
Date: \_\_\_\_\_

#### **SECTION IV**

To be completed by the Search Committee Chair.

List the name of each applicant interviewed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **SECTION V**

To be signed by the Vice-President (Academic) and Provost and submitted to the President with the recommendation from the Dean and the Department.

In reviewing the Faculty Recruitment Summary, I concur that this search procedure has been carried out in accordance with the goals and objectives of the Lakehead University Employment Equity Policy Statement and the Faculty Renewal Fund.

Signature of Vice-President (Academic) and Provost: \_\_\_\_\_  
Date: \_\_\_\_\_