

**INITIAL RECRUITMENT PROPOSAL TO THE DEAN**

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**Please provide all information on this form in order to receive approval to commence recruitment (to be submitted by the primary Department head).**

**Position Justification**

1. Explain how this recruitment relates to the Department and/or Institute's Strategic Plan/Workforce Plan. Please attach a copy of the relevant Strategic or Workforce Plan.

**Position Details**

2. Targeted Commencement Date:

3. Nature of Appointment:

Tenure Track, contingent  
Special Continuing  
Faculty Service Officer (FSO)  
Term Contract – Trust Funded (Trust Research Academic Staff - TRAS)  
Term Contract – Operating Funded (Contract Academic Staff: Teaching – CAST)  
Clinical Colleague (CAC)

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## 4. Anticipated Job Description/Time Allocation:

- % Clinical
- % Teaching (Classroom)
- % Teaching (Workplace)
- % Research\*
- % Administration

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**\*  $\geq$  30% Research**  
**Vice Dean Research signature required**

## 5. Anticipated Academic position and rank.

## 6. Will this position have an affiliation with a FOMD Institute?

Yes  
Please identify Insitute.

No

**Resources**

## 7. What is the estimated cost of the recruitment and source of funding? Note: one-time versus ongoing costs, source of external funding, if any funding risks, etc.

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8. What is the duration of salary support?
9. If salary support/remuneration will be from an external source(s), name the source(s) and provide details indicating when it is anticipated external salary support will commence.
- a. What are the back-up plans should external salary support not be obtained?
10. Is this an approved ARP position?
- Yes
- No
- a. If this is an ARP position, is funding in place for the GFT component?
- b. If it is anticipated that this will be an ARP position, but an ARP position is not presently available, how will the position be funded in the interim

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11. Identify any stipends, supplements, honoraria or other sources of income proposed. Identify the source(s) and provide confirmation of that support

12. Describe initial accommodation plan. Anticipated lab/office space required? \*

13. Will this recruitment require any major new infrastructure? If yes, provide details regarding how this is to be obtained/funded.

14. Describe the anticipated start-up equipment/resources required, shared equipment, if any, the amount of startup funding and the source(s) of this funding.\*

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**\*Lab or start-up required**  
**Vice Dean Research signature required**

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15. Describe administrative support available, any new requirements and funding source.

**Submitted by:**

Department Chair:

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

Department Admin Contact Information: \_\_\_\_

**Routing for review / sign off:**\_\_\_\_\_  
Chief Operating Officer (FoMD)\_\_\_\_\_  
Date\_\_\_\_\_  
Vice Dean or Institute Director (sponsor)  
(When applicable)\_\_\_\_\_  
Date\_\_\_\_\_  
Dr. Richard Fedorak, Interim Dean\_\_\_\_\_  
Date

**Process:** Returned to Department Chair, cc: Department Admin Contact  
File Digital Copy: Common/Recruitment/Recruitment Proposals