***APPROVAL OF LETTER OF OFFER***

**Part 2**

 **PPC No.**

**All of the information in Part 2 must be provided in order to obtain a recommendation for approval to prepare a Letter of Offer. In addition, if there have been substantive changes to Part 1, please resubmit with highlighted changes.**

The University of Calgary has a list of policies related to the process of recruiting academic faculty. These policies are described in detail at <http://www.ucalgary.ca/hr/administrators/recruitment/academic_staff_recruitment_guidelines>

As part of its due diligence process, PPC must be satisfied that the recruitment procedure followed the prescribed procedure.

**2.1 – Details of recruiting process**

2.1.1 List names, affiliations, and specified roles of all members of the Search & Selection Committee as required by the University of Calgary policy and/or specific terms of reference for the recruitment. Identify the Chair of the Search & Selection Committee.

2.1.2 Did the Chair inform the Search & Selection Committee about the University of Calgary policies related to gender and minority equity in the recruitment process (APT Manual 4.3.10)?

**Yes.**

2.1.3 Did the Chair inform the Search & Selection Committee about Government policies related to citizenship of the recruit?

**Yes.**

2.1.4 Provide a list of the priorities or criteria on which the search committee based its selection of the most qualified candidate(s). Indicate whether this was done prior to the process of creating a short list of candidates.

**See attached terms of reference. Complete prior to shortlist**

2.1.5 How many candidates applied for the position and how many were shortlisted? What was the distribution by gender? Were there individuals from visible minorities or persons with disabilities in the shortlisted group?

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**2.2 – Details of the chosen candidate**

Please respond to **all** the questions or requests for information. If the required information is not applicable to this recruitment, justify or state why the requested information is not applicable. Failure to adequately respond to a question or request for information **will** delay approval of the request.

2.2.1 Name and citizenship of recruit. Attach *Curriculum Vitae* and all letters of reference.

2.2.2 Does this candidate meet all of the criteria detailed in Section 1.2.1? If not please provide details justifying the decision to alter the recruitment priorities.

2.2.3 Why was this particular candidate chosen?

2.2.4 Identify a mentor(s), which has (have) been selected with the involvement of the Department Head, Institute Director and Director of the Faculty’s Mentorship Program. Please provide both the name and academic rank of the mentor(s).

 2.2.5 Please identify potential collaborators.

2.2.6 Does this recruitment have any spousal hiring implications for the Faculty of Medicine and/or its clinical partners or any other University of Calgary Faculty? Please explain plans to accommodate spousal needs.

2.2.7 Does the recruit have a license to practice in Alberta? If not, is the recruit eligible for licensure?

**Yes.**

2.2.8 If the recruit has completed clinical training outside of Canada how have his/her clinical skills been assessed to ensure competency and enable licensure? If an International Medical Graduate, is there an available Part 5 designation currently in place?

2.2.9 Will the recruit require any major new infrastructure? If yes, confirm that the previously provided proposal for funding/providing for the need have been implemented.

* + 1. Confirm that the candidate is aware of the details of the proposed financial remuneration outlined in Section 1.2.2.

**Yes. ARP recruit.**