FORM #3 – SHORTLISTING CHECKLIST TO JCEE

Dean/University Librarian Submission to JCEE of proposed faculty/librarian appointment

TO: Joint Committee on Employment Equity (JCEE) DATE: ______________
FROM: (Dean/University Librarian)
RE: Recommended Shortlist of Candidates for Interview (Consistent with Article 19.09 j of the current BUFA collective agreement)

The following items are enclosed: (please (✓) check)

(a) ____ The name or ranked shortlist recommended by the Department/Library/Centre together with the complete files of these applicants;
(b) ____ The Department/Library/Centre rationale, if any, for not including a self-identified member of a designated group on the shortlist;
(c) ____ The advertisement for the position; Article 19.09(e)i
(d) ____ The complete files of all applicants who are self-identified members of designated groups.

Please also include Form #2 – Shortlisting Checklist to the Dean/University Librarian and supporting documentation, as appropriate.

Dean/University Librarian’s Signature _____________________________ Date _____________________________

FOR JCEE COMPLETION:
In accordance with Article 19.09 of the current BUFA collective agreement, the requirements for recruiting and assessing candidates who are members of a designated group:
☐ Have been met.
☐ Have not been met. Requests for reconsideration of the shortlist is based on the following (additional comments may be attached if needed):

JCEE Member Name: ____________________ Signature: ____________________ Date: ____________
JCEE Member Name: ____________________ Signature: ____________________ Date: ____________

Process as outlined in current C.A. was followed: _____Yes _____ No
JCEE Chair signature: _____________________________ Date: _____________________________

Created: April, 2013
Revised: