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| **STEP 1: POSITION APPROVAL INFORMATION**  |
| **Budget Code:** |  |  | Vacancy No.: | *HR to Assign* |
| *If additional Budget Codes are required, enter them in comments section below* |
| **Department:**  | **Union/Exempt:**  |
| **Position Title:**  | **Rank/classification:**  |
| **Type of Appointment:** Full-time[ ]  Part-time [ ]  Continuing/Regular [ ] Term[ ]  *(check all that apply)*  (FTE/percentage \_\_\_\_\_\_\_)  Probationary ☐ Amended (See BUFA Article 11 & 12) ☐ Visiting ☐  |
| **Employment Period:** | **Start Date:** | **End Date:**   |
| [ ]  **New Position** [ ]  **Replacing** [ ]  **Term Extension****Recruitment Strategy:** [ ]  **Posting Date** [ ]  **Closing Date** |
| Advertise External [ ]  Advertise Internal [ ]  **Budget Code to advertise:** *Department to use HRAdworks*   **Justification/Comments:**  |
|  |
|  |
| **Estimate Cost of Position** *(annual salary):* | **Within approved: Yes** [ ]  **No** [ ] **staffing budget** |
| **Signatures:** |
| **1: Originator** *(Creates the document)***Signature:**  **Date:** | **2: Supervisor** *(Approves content)***Signature:****Date:**  | **3: Director, Finance** *(review budget)***Signature:** **Date:**  |
| **4: Senior Administration** *(Vice-President (A&P), (A&F), President)***Signature:** **Date:** | **5: Chief Human Resources Officer** **Signature:****Date:**  |

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| **STEP 2:**  | **EMPLOYMENT CONTRACT INFORMATION** |
| **Name:** …………………………………………………………………………………….. |
| **Start Date:**  | **end date:**  |
| **Part-time schedule:Hours per day -🡪** | S | M | T  | W | T | F |  ST | **Timesheet** [ ]  |
|   |  |   |   |   |  |  |
| **Additional contract provisions** *(ie. Sabbatical credits, workload, probationary period)*  | **Level 2:** |
|  |  |
|  | **Level 3:** |
| **Moving allowance:** [ ]   **YES** [ ]  **NO Amount:** |
| **Negotiated Annual Salary: Bi-weekly pay: Hourly rate of pay:** |
| *(Rank and Step)* |

|  |  |
| --- | --- |
| **Documents Required** | **Please attach all relevant documents *– check boxes that apply*** |
|  | Candidate application (CV and/or Resume)*required* |  | Interview Schedule & Questions *required* |  | Official Transcripts and/or professional certifications*required* |
|  | Search committee Recommendations*required* |  | Immigration information*If applicable* |  | Criminal Record checkChild Abuse Registry check*If applicable* |
| **Employment Contract Approval:**  |
|  |  |  |  |  |
| **Vice-President** (Academic & Provost) OR (Administration and Finance) |  | **President**  |  | **Chief Human Resources Officer** |

***What is the purpose of the form?***

The main purpose is to establish a consistent approval process in the University and a mechanism for record keeping of decisions going forward. It replaces the *Request for Contract* and *Request for Vacancy* forms. This form applies to MGEU, IUOE(A)&(D), BUFA and Exempt positions.

***Who is the originator?***

The Originator is the person who initiates the form, typically will be an Administrative Assistant. The Originator and Supervisor can be the same person.

***What belongs in the Justification/Comments?***

During the Staffing Plan process, positions are filled based on the following criteria. Included in the justification section should be how your position meets these criteria:

1. How the position and the department is contributing to the transition to a 15 credit hour standard teaching workload for faculty (request for faculty positions only)
2. How the position contributes to the program/service needs of the unit and University
3. How the position contributes to attraction and/or retention of students
4. Additional considerations, such as broader benefits to BU, Indigenous reconciliation, University reputation, community outreach, etc.

***How to know when a position is approved?***

Once the signatories have reviewed, signed, and approved, HR will provide an emailed copy of the form along with approval to proceed with posting.

***How to post a vacancy?***

For MGEU and IUOE (A) & (D) positions:

1. HR will create a draft posting based on the duties, qualifications and experience listed on the *Job Description Questionnaire (JDQ).* This JDQ can be requested from HR.
2. The draft vacancy posting will be sent to the originator/supervisor for final approval. Work specifications can be identified such as relevant education and experience, software proficiencies, skill-testing requirements, etc.
3. HR will distribute across campus and online on Careers@BU and Job Bank of Canada. The originator/supervisor coordinates with HR Adworks to facilitate other posting venues.

For BUFA positions:

1. The originator/supervisor will create a draft posting based on the duties, qualifications and experience listed in the BUFA Collective Agreement.
2. The draft vacancy posting will be sent to the BUFA President & CHRO for final approval.

HR will post the vacancy online on Careers@BU. Distribution across campus is managed by the originator/supervisor. The originator/supervisor coordinates with HR Adworks to facilitate other posting venues.

***How does an employment contract get produced?***

Once the recruitment process is complete, Step 2 of the Position Approval Form is completed and sent to HR along with the appropriate documents attached:

1. Candidate Application (CV and/or Resume) – must be attached
2. Interview schedule & questions – must be attached
3. Search committee recommendations – must be attached
4. Official transcripts and/or professional certifications – must be attached, if not attached it will become a clause in the contract
5. Criminal record check/child abuse registry check – must be attached, if not attached it will become a clause in the contract
6. Immigration information – must be attached if applicable

The Position Approval form will then be sent to the appropriate Vice-President for signature:

* + Vice-President (Academic & Provost) – for all reporting lines (incl. Dean, Faculty, Administrative Assistant to the Dean) OR Vice-President (Administration & Finance) – for all reporting lines (administrative positions)

HR will then produce the contract and facilitate the signing and benefit package to the employee.