• Introduction
  – Christopher Manfredi, Provost and Vice-Principal (Academic)

• Working with APO – the TT Recruitment Dossier
  – Ghyslaine McClure, Associate Provost (Academic Priorities & Resource Allocation)
  – Michael Canavan, Associate Director, Academic Personnel

• Immigration and Recruitment
  – Oscar Castillo, Regulated Canadian Immigration Consultant, Academic Personnel
  – Salima Djerroud, Immigration Consultant, Academic Personnel

• Overview of Relocation Services
  – Randa Awad, Immigration Administrator, Academic Personnel
  – Michelle Cubano-Guzman, Faculty Relocation Advisor, Academic Personnel
  – Dan Nicolau, Chair, Department of Bioengineering

• Recruiting through the UTCR
  – Angela Campbell, Associate Provost (Equity & Academic Policies)

• Equity & Diversity
  – Angela Campbell, Associate Provost (Equity & Academic Policies)
  – Fabrice Labeau, Associate Dean (Faculty Affairs), Faculty of Engineering

• Selection Committees & Selection Committee Reports
  – Céline Le Bourdais, Chair, Department of Sociology
### WORKING WITH APO - THE TT RECRUITMENT DOSSIER

<table>
<thead>
<tr>
<th>PRAM</th>
<th>BoG Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity Short List Review (ESLR)</td>
<td>✓</td>
</tr>
<tr>
<td>Employment Equity and Diversity Report (EEDR)</td>
<td>✓</td>
</tr>
<tr>
<td>Application for Approval of Recruitment</td>
<td>✓</td>
</tr>
<tr>
<td>Dean’s Recommendation Memorandum</td>
<td>✓</td>
</tr>
<tr>
<td>Chair’s Recommendation Memorandum</td>
<td>✓</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>✓</td>
</tr>
<tr>
<td>Letters of Reference</td>
<td>✓</td>
</tr>
<tr>
<td>Selection Committee Report</td>
<td>✓</td>
</tr>
<tr>
<td>Minerva Academic Position Recruitment Report (MAPRR)</td>
<td>✓</td>
</tr>
<tr>
<td>Draft Offer Letter</td>
<td>✓</td>
</tr>
<tr>
<td>Accepted Offer Letter</td>
<td>✓</td>
</tr>
<tr>
<td>Advertisements</td>
<td>✓</td>
</tr>
<tr>
<td>UTCR Decision</td>
<td>✓</td>
</tr>
<tr>
<td>Assistant Professor (doctoral degree, professional certification, professional licensing, as required)</td>
<td>✓</td>
</tr>
</tbody>
</table>

### 48 Hour Turnaround

To issue the PRAM provided that:

1) All required documents have been received by APO
2) There are no special considerations

*A SIGNED Offer Letter initiates immigration processes
IMMIGRATION AND RECRUITMENT

• Resources at McGill for immigration matters related to ranked academic staff

• Overview of Temporary Foreign Workers programs
  – Update on U.S. travel ban

• Requirements for immigration when recruiting: ads, Search Committee Report, identifying citizenship of candidates, delays
Temporary Work Permit (TWP) Process
OVERVIEW OF RELOCATION SERVICES

- Moving
- Travel
- Temporary Accommodation
- Support for newly recruited tenure-track faculty
- Discussion on recruiting and immigration matters
  - Dan Nicolau, Chair, Department of Bioengineering
RECRUITING THROUGH THE UTCR

- Review of guidelines
- Update on process
- Discussion
• Equity guidelines

• Equity data survey

• Employment Equity Data Report (EEDR)

• Discussion: Approaches to equity in recruiting
  – Fabrice Labeau, Associate Dean (Faculty Affairs), Faculty of Engineering
  – How do equity and immigration processes intersect?
Best practices for forming Selection Committees and producing Selection Committee Reports

- Céline Le Bourdais, Chair, Department of Sociology
Next ALF is 30 March 2017

My Workplace

with

My Workplace Team, Office of the VPAF

Yves Beauchamp