

Authorization to Recruit/Assign ATRA – (Faculty Contracts)

For use to 1) Assign a faculty contract to an individual who has not worked for Loyalist College as Professor or Instructor previously or 2) To begin recruitment for a vacant position or a pool of candidates. Unless indicated all sections must be completed in full (all applicable fields)



Section 1: Complete for all Positions			
School		Department	
Program		Campus	
Position Title		Position Classification	
Reason for ATR			

Section 2: Recruitment Information			
List any specific Education, Credentials, Experience, or additional selection criteria for this position			
Additional Details			
Complete if this is a Specific Role being filled (include this information if it is relevant for the Candidate Pool Recruit)			
Required Start Date or Semester		Anticipated Weekly Hours (if known)	
List the course(s) that are looking to be filled with this position (if known)			
If an individual is identified please provide the following information:			
Name of Individual to Offer Position to:			
Contact Email for Individual (if external)			
Note: Please include a current resume for above indicated individual			

Section 3: Hiring Manager Signature		
Name	Signature	Date

Completed, fully signed document to be returned to the Human Resources Advisor to begin the recruitment process. If individual is identified please also send to your School's Office Coordinator for Contract Entry into the Hiring Tool.