

INFORMATION FOR SEARCH COMMITTEES

[to be provided via the Dean to the Chair of each Search Committee and via the Chair of the Search Committee to the Committee members]

Human Rights Considerations for Search Committees

The University of Toronto affirms its commitment to uphold and apply the [Ontario Human Rights Code](#) and to work conscientiously in accordance with legislation and its own policies, to promote equal opportunity and equity. All University policies, including but not limited to its [Policy and Procedures on Academic Appointments](#), its [Statement on Freedom of Speech](#), and its [Statement on Prohibited Discrimination and Discriminatory Harassment](#), are subject to the *Ontario Human Rights Code*.

Search committees must take particular care to ensure compliance with the *Ontario Human Rights Code* in the hiring process, as described in the *Policy and Procedures on Academic Appointments*. To this end, all hiring decisions must be free of discrimination on any of the prohibited grounds listed in the *Code*: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. Discrimination must be avoided at all stages of the hiring process: advertisements, candidate selection, short-listing, interviewing, and hiring itself. Those involved in the hiring process should refer to material available through the University, including the [guidelines for the search and hiring process](#) found in the Academic Administrative Procedures Manual, as well as material available through sources beyond the university, including [Human Rights at Work 2008](#), produced by the Human Rights Commission.

Throughout the hiring process, search committees should keep in mind the University's explicit goal of promoting diversity, consistent with its [Employment Equity Policy](#). The University is committed to diversity within its community and especially welcomes applications from women, racialized persons / persons of colour, Indigenous /Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to further diversification of ideas.

Unconscious Bias Modules

To address underrepresentation and discrimination, search committee members should undertake efforts to identify, interrupt, and mitigate unconscious bias. Training sessions on unconscious bias are an important step toward addressing and mitigating bias. The links below will assist you in addressing unconscious bias when conducting searches.

- University of Toronto unconscious bias resources:
<https://www.utoronto.ca/vpdean/unconscious-bias>
- Canadian Institute of Health Research (CIHR), Bias in peer review:
<https://cihr-irsc.gc.ca/lms/e/bias/>

Programs and Initiatives to Support the Faculty Recruitment Process

Benefits: The University has an extensive fringe benefit package that includes, but is not limited to, a pension plan, medical and insurance benefits, and dental plan. General information on these benefits can be found at <https://people.utoronto.ca/careers/benefits/>. For details and to enrol in these benefits, contact Disha Kapoor, Supervisor Data Analysis and Senior Academic HR Coordinator at the University of Toronto Scarborough Human Resources office, at 416-208-5097 and disha.kapoor@utoronto.ca.

Faculty Recruitment Information for Candidates: Each candidate on the short list should receive a Welcome Booklet well in advance of the visit. The booklets contain promotional and practical information about the University of Toronto. Welcome Booklets are available from the Faculty Relocation Service (416-978-0951 and faculty.support@utoronto.ca).

Faculty Relocation Service: The Faculty Relocation Service (FRS) assists prospective and recently appointed faculty members with most aspects of relocating to Toronto. The Faculty Relocation Service (see <https://www.facultyrelocation.utoronto.ca/>) can enhance the recruitment efforts of your department/division and save you time and effort by providing candidates with accurate timely information on the quality of life issues that have a significant impact on a candidate's decision to accept an offer from the University. This website provides "one-stop shopping" for answers to questions on everything from support for new researchers to housing assistance, from the process to secure an Ontario driver's license to equity offices at the University of Toronto. The staff are knowledgeable concerning Toronto's various ethnocultural and religious communities and the LGBTQ2S+ communities. FRS staff will meet with candidates to discuss housing, moving, care for children and elderly family members, banking, and many other issues (416 -978-0951 and faculty.support@utoronto.ca).

Immigration: Information and assistance on new faculty immigration issues is available through faculty.immigration@utoronto.ca upon referral by the dean/chair. Please note that some newly-appointed faculty who are themselves Canadians or permanent residents will have spouses or partners who are not Canadian citizens/permanent residents and who require assistance with immigration and work authorizations.

Relocation Expenses: Academic units can provide relocation grants for the cost of transporting a new faculty member and family to Toronto and for the cost of moving household and personal effects. The Dean's Office normally funds two-thirds of the moving cost; the unit can cover the remaining one-third as a means of attracting outstanding candidates in highly competitive situations. Relocation expenses represent part of the total compensation package provided to a prospective faculty member. Such arrangements are stated clearly in the letter of offer and subsequent correspondence. When using a moving company, new faculty members should obtain at least two quotes and submit them to the Chair for approval in advance. The University has preferred moving companies that offer services at a discounted rate. Find out more on [planning your move](#).

Research Support: The Office of the Vice-Principal Research & Innovation at University of Toronto Scarborough is responsible for enhancing the overall research stature of the University of Toronto Scarborough locally, nationally, and internationally. In addition, the University of Toronto Office of Research Services (St. George campus) offers support to new researchers. For more information, visit <https://www.utsch.utoronto.ca/research/> and <http://www.research.utoronto.ca/>.

Spouse/Partner Employment: To support our recruitment efforts and ensure that we remain competitive with our peer institutions, the University has developed programs and cost-sharing initiatives to assist spouses and partners of new faculty in searching for employment. For further information please refer to <https://www.aapm.utoronto.ca/academic-administrative-procedures-manual/recruitment/#spouse> for details on procedures and guidelines for spousal and partner appointments.

Tax Consulting and Financial Planning: Information on tax issues and financial planning are available to academic administrators and potential recruits on a consulting basis. The University of Toronto has entered a contractual arrangement with the firm of [Segal GCSE LLP Chartered Professional Accountants](#) to assist in recruitment efforts, and the Provost's Office has agreed to share the cost of this service with departments and divisions. Segal GCSE LLP is available to assist potential recruits by assessing the impact of moving from their current economic environment to the Toronto area, including topics such as filing dual tax returns, tax treatment of foreign investment income, tax issues when family income is split between two countries and assessing the differences between the Canadian tax system and other countries. Contact Keithann Newton, Benefits Specialist at the People Strategy, Equity & Culture at 416-978-4673 and recruit.comp@utoronto.ca to use this program.

Teaching Support: The [University of Toronto Centre for Teaching Support and Innovation](#), located on the St. George Campus, provides resources and workshops designed to support faculty in their roles as teachers and supervisors of students. The [University of Toronto Scarborough Centre for Teaching and Learning](#) offers opportunities for professional development around teaching, course development, and effective and efficient course delivery.