




MEMORANDUM, DCD #3, 2014-15

To: UTSC Academic Administrators

Cc: Professor Rick Halpern, Dean and Vice-Principal (Academic)
Chairs' Assistants, Departmental Business Officers

From: Lesley Lewis, Assistant Dean, Academic 

Date: 21 August 2014

Re: New Information On Academic Searches

We have been informed by the Office of the Vice-President and Provost of several changes to the process for academic searches that we would like to bring to your attention.

1. Most importantly, there have been significant changes to the Temporary Foreign Worker Program that apply to the recruitment of foreign academics. The program for foreign academic workers now requires a Labour Market Impact Assessment (LMIA), which will be examined closely by Employment and Social Development Canada (ESDC) before a work permit is granted. Failure to comply with requirements may result in denial of an LMIA application and the candidate will not be able to work in Canada. See PDAD&C #13 and the accompanying tip sheet for further details.
2. We no longer are required to advertise in the print version of *University Affairs*. The online version will suffice. Advertisements posted to the U of T career site by Wednesday of each week will appear the following week on the University Affairs website. The Provost Office also will continue to post the ad to Inside Higher Education. Departments must continue to advertise in other Canadian venues appropriate to the discipline.
3. Jobs must be advertised for a minimum of 30 days; however, 60 days will continue to be the normal length of time for a posting.
4. Advertisements must include clear statements of expected educational credentials, job duties, and job requirements, as well as the following equity and ESDC statements: *The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.*

5. Please note the following new language requirements for advertisements:
 - a. If you are willing to consider candidates who are ABD, use the following language: *...have a Ph.D. by date of appointment or shortly thereafter.*
 - b. Include the following statement about salary: *Salary will be commensurate with qualifications and experience.*
 - c. Include a statement about excellence in research & teaching, such as: *Candidates must also have a record of excellence in research, must demonstrate the ability to develop an independently funded research program, and must exhibit demonstrated excellence in teaching.*
 - d. For searches in the Teaching Stream at the rank of Lecturer that are expected to fill ongoing positions, include the following statement: *“Appointments at the rank of Lecturer may be renewed annually to a maximum of five years. In the fifth year of service, Lecturers shall be reviewed and a recommendation made with respect to promotion to the rank of Senior Lecturer.*
 - e. The following wording replaces the previous guidelines for submission: *Submission guidelines can be found at: <http://uoft.me/how-to-apply>. We recommend combining attached documents into one or two files in PDF/MS Word format.*
6. Efforts to recruit qualified Canadians/permanent residents must be documented in detail. This includes providing full text copies of all advertisements and demonstrating that they ran for at least one month.
7. CVs and letters of reference are required from *all* applicants.
8. Applications from Canadians and permanent residents must be carefully reviewed and a description of the reasons why *each* Canadian/permanent resident was not selected must be included in the Chair’s reports for both the short-list and the appointment. You must provide a detailed rationale for not hiring the top three Canadians/permanent residents, as well as a spreadsheet anonymously listing each Canadian/permanent resident and an explanation as to why each candidate did not meet the requirements of the position based on the job advertisement.
9. Consider the start date advertised to ensure that there would be sufficient time to obtain the necessary immigration clearance should the successful candidate be a foreign academic.