

Resources Available for Academic Administrators

SECTION 1: RESOURCES

1. Office of the Vice-President, Human Resources and Equity

- Has overall institutional responsibility for employment and labour relations, organizational and staff development, environmental health and safety
- Creates and implements policies that reflect the University's commitment to equity, diversity and excellence, including employment equity and coordinates the University's compliance with the Ontarians with Disabilities Act
- Coordinates the University's crisis and pandemic planning.

Website: <http://www.hrandequity.utoronto.ca/about-hr-equity/vp.htm>

Contacts: Angela Hildyard, Vice-President, Human Resources and Equity
416-978-4865, vp.hr@utoronto.ca

Rosalyn Figov, Director, Operations
416-978-8515, rosalyn.figov@utoronto.ca

2. Faculty and Academic Life

- Resource for questions on policy and/or procedures for all academic human resources matters
- Develops and implements various faculty recruitment and retention initiatives
- Can be contacted for advice on faculty recruitment and retention issues

Website: www.faculty.utoronto.ca

Contact: Jane Harrison, Director of the Office of the Vice-Provost, Faculty and Academic Life
416-978-1855, jane.harrison@utoronto.ca

Lisa Wilkes, Secretary to the Director
416-978-2030, lisa.wilkes@utoronto.ca

3. Divisional HR Offices

- Provide information and advice to supervisors and academic administrators on a range of human resources issues relating to unionized and non-unionized staff, faculty and librarians
- Areas of expertise include application of employment policies and collective agreements, recruitment, organizational reviews, performance management, training and development, job evaluation and termination
- Each faculty has a designated HR Office; the primary contact in each Office is the HR Manager or an HR Generalist and is often the first point of inquiry for academic administrators
- Each HR Office also provides support to questions on pension, benefit and payroll inquiries

Contact: To locate your divisional HR Office, see the Listing of Divisional HR Offices at:
http://staff.hrandequity.utoronto.ca/#div_off

4. Office of Environmental Health & Safety

- Provides technical advice and assistance to the University community on environmental health and safety matters
- Participates in the development and implementation of programs
- Monitors and audits compliance with University policies, federal and provincial health and safety legislation and permit requirements

Website: www.ehs.utoronto.ca

Marc Drouin, Director
416-946-5943, marc.drouin@utoronto.ca

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5. Organizational Development and Learning Centre / Quality of Work-Life

- Offers policies, practices and programs that foster a healthy workplace and highlight and strengthen the importance of work-life balance
- Provides career development and job search counselling to staff as they explore their career interests and make their career development plans
- Collaborates with managers and supervisors to optimize organizational structure, culture, work environment, team dynamics, career development and change management
- Promotes a collaborative learning culture with mentoring programs that prepare administrative managers for more senior roles.
- Provides training programs for individual skill development and leadership development

Website: <http://www.odlc.utoronto.ca/>

Contact: Rosie Parnass, Executive Director, Organizational and Leadership Development & Work Life Support
416-978-8539, rosie.parnass@utoronto.ca

6. Health & Well-being Programs & Services

- Provides information, guidance, programs and services relating to workplace health, injury, illness and accommodation of illness/disability
- Provides guidance and support to departments in conjunction with employees returning to work after illness or injury

Website: www.utoronto.ca/hrhome/hwb

Contact: Kim Richard, Director
416-978-4670, kim.richard@utoronto.ca

7. Anti-Racism and Cultural Diversity Office

- Provides training and education to members of the University community for a better understanding and commitment to an inclusive environment and a diversity-friendly campus
- Provides a mechanism for dialogue, investigation and mediation of current conflicts or disputes associated with race, ethnicity, culture and religion in a respectful manner
- Assists in creating events and programs that highlight the intersections between the academic work in the areas of ethno-cultural diversity, critical race-related issues and issues of relevance to the larger community on campus

Website: www.antiracism.utoronto.ca

Contact: Sandra Carnegie-Douglas, Anti-Racism and Cultural Diversity Officer
416-978-1259, sandra.carnegie.douglas@utoronto.ca

8. Community Safety Office

- Provides support, information and referral for staff, faculty or students who have personal safety concerns
- Provides training on personal safety and related topics

Website: www.communitysafety.utoronto.ca

Contact: Laura Bradbury, Manager, Community Safety
416-978-1485, l.bradbury@utoronto.ca

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9. Sexual & Gender Diversity Office

- Provides program development, research, training and outreach on issues related to the Lesbian, Gay, Bisexual, Transgendered and Queer population at the University
- Provides confidential service to anyone experiencing a problem related to heterosexism, homophobia or other related matters

Website: www.sgdo.utoronto.ca

Contact: Allison Burgess, Sexual & Gender Diversity Officer
416- 946-5624, allison.burgess@utoronto.ca

10. Sexual Harassment Office

- Provides information and advice to staff, faculty and students regarding sexual harassment complaints
- Provides referrals to other offices and resources when appropriate
- Initiates and conducts public education activities such as talks and workshops and the distribution of resource materials

Websites: www.utoronto.ca/sho
www.enough.utoronto.ca

Contact: Paddy Stamp, Sexual Harassment Officer
416-978-3908, paddy.stamp@utoronto.ca

11. Family Care Office/ Faculty Relocation Service

- Supports students, staff, faculty and their families with any family care issue by providing information, guidance, referrals and advocacy
- Provides assistance to prospective and recently appointed faculty with most aspects of relocating to Toronto, for example, housing, services for children and elderly family members

Websites: Family Care www.familycare.utoronto.ca
Faculty Relocation www.facultyrelocation.utoronto.ca

Contacts: Family Care Office 416-978-0951, family.care@utoronto.ca
Faculty Relocation Service 416-978-0951, faculty.support@utoronto.ca

12. High Risk and Accessibility for Ontarians with Disabilities Act (AODA)

- The Employment Equity Office works to further equity in the recruitment, hiring, retention, training, and promotion of faculty and staff, in compliance with the federal Employment Equity Act and the Federal Contractors Program.
- The Office assists the University in planning regarding the Accessibility of Ontarians with Disabilities Act while building a community focus on accessibility.

Websites: <http://www.equity.utoronto.ca/>

Contact: Andrea Carter, Director, High Risk & AODA
416-978-8167, andrea.carter@utoronto.ca

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SECTION II: OTHER RESOURCES - QUICK LINKS

POLICIES & COLLECTIVE AGREEMENTS

1. Collective Agreements
<http://www.hrandequity.utoronto.ca/about-hr-equity/policies-guidelines-agreements.htm> - agreements
2. Employment Policies for Non-Unionized Staff (Professionals/Managers, Confidentials, Research Associates, ESL Instructional Staff)
<http://www.hrandequity.utoronto.ca/about-hr-equity/policies-guidelines-agreements.htm#admin>
3. Employment Policies for Faculty & Librarians / Memorandum of Agreement
<http://www.hrandequity.utoronto.ca/about-hr-equity/policies-guidelines-agreements.htm#fac>
4. Governing Council, Office of – University Policies and Procedures
<http://www.governingcouncil.utoronto.ca/policies.htm>

HR Guidelines on Civil Conduct -

<http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/Policies%2c+Guidelines+and+Collective+Agreements/Guidelines/Human+Resources+Civility+Guideline.pdf>

Workplace Violence Program -

<http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/Policies%2c+Guidelines+and+Collective+Agreements/U+of+T+Workplace+Violence+Program.pdf>

Statement on Equity, Diversity and Excellence www.governingcouncil.utoronto.ca/policies/stateequdivexc.htm