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## INFORMATION FOR SEARCH COMMITTEES

### Human Rights Considerations 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]**

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*.

Particular care must be taken 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 avoid 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. Avoidance of discrimination must be built into all stages of the hiring process: advertisements, candidate selection, short-listing, interviewing, and hiring itself. Those involved in the hiring process should refer, in addition to material available within the University, such as the "Guidelines for the Search and Hiring Process" found in the Academic Administrative Procedures Manual, to useful external material such as that produced by the Human Rights Commission: see *Hiring?: A Human Rights Guide*: <http://www.ohrc.on.ca/english/publications/hiring-guide.shtml#employment>

Finally, the University's own goal to promote diversity, consistent with its Employment Equity Policy, should be borne in mind as the hiring process takes place. The University is strongly committed to diversity within its community. The University 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 further diversification of ideas.

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## **Support Programs and Initiatives for the Faculty Recruitment Process**

**Faculty Relocation Website:** See <http://www.facultyrelocation.utoronto.ca/>. This website provides “one-stop shopping” for answers to questions on everything from support for new researchers to housing assistance, from getting a driver’s license to equity offices at U of T. As a member of the Search Committee, you may find it useful to visit the website for background information.

**Faculty Relocation Service:** The Faculty Relocation Service (FRS) provides assistance to prospective and recently appointed faculty members with most aspects of relocating to Toronto. The Faculty Relocation Service 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. The staff are knowledgeable concerning Toronto’s various ethnocultural and religious communities and the lesbian and gay communities. They meet with candidates to discuss housing, moving, care for children and elderly family members, banking and many other issues. (416) 978-0951 or [faculty.support@utoronto.ca](mailto:faculty.support@utoronto.ca).

**Faculty Recruitment Kits:** Each candidate on the short list should receive a copy well in advance of the visit. The kit contains both promotional and practical information about the University of Toronto. Kits are available from the Family Care Office (416 978 0951, [faculty.support@utoronto.ca](mailto:faculty.support@utoronto.ca)).

**Teaching Support:** The Centre for Teaching Support and Innovation provides excellent resources and workshops designed to support faculty in their roles as teachers and supervisors of students. See <http://www.teaching.utoronto.ca/>.

**Research Support:** In addition to resources provided by your division, the Office of Research Services offers support to new researchers. See <http://www.research.utoronto.ca/>.

**Spouse/Partner Employment Assistance:** 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 [http://www.aapm.utoronto.ca/recruitment#\\_Toc309136697](http://www.aapm.utoronto.ca/recruitment#_Toc309136697) which provides details of the procedures and guidelines for spousal appointments.

**Housing Assistance:** The University has established a loan program with the Canadian Imperial Bank of Commerce which assists qualified faculty in purchasing a house or condominium (<http://www.finance.utoronto.ca/services/facstaffloan.htm>). The University also maintains a limited supply of on-campus rental housing for new and visiting faculty (see [www.library.utoronto.ca/newcomers](http://www.library.utoronto.ca/newcomers)). For off-campus housing information, faculty members can contact the Faculty Relocation Service.

**Immigration:** Information and assistance on new faculty immigration issues is available through the University Employment and Immigration Coordinator upon referral by the dean/chair. Note: Some newly-appointed faculty who are Canadians or permanent residents will have spouses or partners who are not Canadian citizens/permanent residents. They will require assistance with immigration and work authorizations.