



**FOR INFORMATION**

**PUBLIC**

**OPEN SESSION**

**TO:** Business Board

**SPONSOR:** Kelly Hannah-Moffat, Vice-President,  
**CONTACT INFO:** People Strategy, Equity & Culture 416-978-4865,  
[people@utoronto.ca](mailto:people@utoronto.ca)

**PRESENTERS:** Same as above  
**CONTACT INFO:**

**DATE:** March 2, 2022 for March 15, 2022

**AGENDA ITEM:** 11

**ITEM IDENTIFICATION:**

Modification to *Senior Research Associates and Research Associates Policy* re Senior Research Associates and Research Associate Policy: 2.01.02: Recruitment, Selection, and Hiring

**JURISDICTIONAL INFORMATION:**

Business Board has jurisdiction over employee policies and terms and conditions of employment for non-union staff.

**GOVERNANCE PATH:**

1. **Business Board [For Information] (March 15, 2022)**

**PREVIOUS ACTION TAKEN:**

On November 24, 2021 the Business Board approved recruitment policy changes for non-union staff to include reference to confidentiality, conflict of interest, and retention of records.

**HIGHLIGHTS:**

- Updated language to maintain consistency across Professional/Managerial, Confidential, and Senior Research Associates & Research Associates recruitment policies.
- Specifically, within Senior Research Associates & Research Associates recruitment policy inserted a section on secondments that ensured its consistency with Professional/Managerial and Confidential recruitment policies.

**RECOMMENDATION:**

N/A

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**DOCUMENTATION PROVIDED:**

- *Corrected MARKED Policy language for the following: Senior Research Associates and Research Associates Policy: 2.01.02: Recruitment, Selection, and Hiring*
- *Corrected FINAL Policy language for the following: Senior Research Associates and Research Associates Policy: 2.01.02: Recruitment, Selection, and Hiring*

## PREAMBLE

There are two categories of research positions. The normal qualifications for each category are the same, an advanced degree (e.g., PhD, MD or equivalent) in the field where the research is to be carried out. The distinction between the two categories rests on whether the position is analogous to a career position or whether the position is for a relatively short period of time from which the incumbent would move to a faculty or other position.

Senior Research Associate positions are continuing positions where it is expected that grant funding for the position will continue. Such positions will be terminated only under the conditions of this Policy. Research Associates (Limited Term) will be appointed on a limited term, renewable to a total of five years. The combined terms may not exceed this total of five years.

While the work of Research Associates (Limited Term) and Senior Research Associates is academic in nature, they are not members of the teaching staff. These individuals are intrinsically involved in research projects where they contribute, by way of their academic expertise, to the projects directed by the principal investigator. From time to time, they may be asked to participate in the teaching program of the department or division. Any teaching will be a minor part of the individual's activity and should not be assigned on a continuing basis. Any teaching assigned must be in compliance with the collective agreement between the University and CUPE 3902 Unit 3.

It is important that the positions of Research Associate (Limited Term) or Senior Research Associate be used only in circumstances where an individual meets the qualifications for the position as described above and is carrying out research responsibilities with a high degree of independence, albeit under the direction of the principal investigator. In exceptional circumstances, where the chair of the department so recommends and the dean approves, and where the policies and terms and conditions of the funding sources permit, a Senior Research Associate may act as co-investigator with a University of Toronto faculty member on a project.

In developing a set of policies and procedures, for Research Associates (Limited Term) and Senior Research Associates, it was recognized that any policy or procedure should retain a high degree of flexibility for the principal investigator while at the same time providing fair and equitable treatment to individuals holding these research positions.

These policies apply to all staff appointed Senior Research Associates and Research Associates (Limited Term), full-time or part-time, unless otherwise stated in policy.

Questions concerning these Policies or related procedures, or guidelines may be directed to the appropriate divisional HR Office.

\* The University retains the right to modify or amend these policies in whole or in part from time to time on the giving of written notice to staff members of changes in the policies as the University, in its sole discretion, considers appropriate.

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**SECTION II: APPOINTMENT CONDITIONS**

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**POLICY: RECRUITMENT, SELECTION & HIRING****CODE NUMBER: 2.01.02**

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**INTRODUCTION**

The staffing process for Research Associate (Limited Term) and Senior Research Associate positions is intended to meet the following objectives:

- to foster excellence in the workplace and contribute to the achievement of the mission of the University through hiring the best qualified candidate in accordance with the policies of the University; and
- to continue to meet or exceed its commitments under the institutional [Statement on Equity, Diversity, and Excellence](#); and
- to ensure barrier-free employment in accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act; and
- to encourage and provide opportunities for career development of RA/SRA staff.

**a) THE STAFFING PROCESS****ELIGIBILITY**

- Any Research Associate (Limited Term) and Senior Research Associate staff member, full-time or part-time, who has completed their initial probationary period may be considered for an internal transfer; and
- Candidates who are legally entitled to work in Canada, in the role for which they are being considered.

**POSTING**

- All Research Associate (Limited Term) and Senior Research Associate job opportunities will be advertised for a minimum of seven (7) working days:
  - consecutively, University wide and as required, externally; or
  - concurrently with both a University wide posting and an external posting if the position requires specialized or expert skills not typically found in the University's workforce.
- Term staff appointed job opportunities may be advertised accordingly or may be filled by a secondment which may or may not be advertised within the University or externally. (See Secondments section below)
- University-wide job opportunities will be advertised on the HR website for a minimum of seven (7) days and will include the typical duties and qualifications required, the classification, salary range and source of funding, the type of appointment including end date, if applicable.
- Posting for a position that may attract a foreign national worker must be conducted in accordance with the Immigration and Refugee Protection Act, as well as applicable government regulations.

## **APPLICATION PROCESS**

- Employees must submit a written application, including an up-to-date resume, within the period indicated on the posting. Late applications may be accepted at the discretion of the University in extenuating circumstances.

## **SELECTION**

- Selection, if any, will be based on the best qualified candidate for the position taking into account factors such as the candidate's qualifications, skill, education, training, previous related experience, ability and potential, and the requirements of the position.
- Where these factors are equal between an internal and external applicant, the internal applicant will be selected.

## **CONFLICT OF INTEREST**

- All employees involved in the hiring process must abide by the University's Conflict of Interest Policy (3.01.10). If an employee is in or will be in a conflict of interest during the hiring process or upon hire of a candidate, the employee must immediately declare the conflict of interest to their supervisor who will determine if the employee can continue their involvement with the recruitment.

## **CONFIDENTIALITY**

- Candidates for positions at the University submit material during the application process that is intended to be held in confidence and used only for the hiring process for which it was submitted. Such material must remain confidential to the members of the duly constituted hiring committee and other University employees or agents who require the information to do their role in relation to the hiring process.
- Confidentiality is also required with respect to discussions among the committee members, and therefore no information about these discussions will be disclosed to anyone outside the committee except to the extent that any other University employee or agent requires the information to do their role in relation to the hiring process.
- Interview panel members must sign an Agreement to Maintain Confidentiality prior to accessing confidential information related to each recruitment process.

## **RECORD RETENTION**

- Information gathered through the course of recruitment will be retained by Human Resources in accordance with the University's File Plan

## **PROBATIONARY PERIOD**

A new Senior Research Associate to the University shall be considered probationary until s/he has successfully completed six (6) months of active employment. Whereas a new Research Associate (Limited Term) shall be considered probationary until s/he has successfully completed no less than four (4) months of active employment.

The staff member's employment may be terminated by the University at any time during the probationary period upon giving appropriate notice in accordance with the Employment Standards Act of Ontario, as amended from time to time (See Section V, Termination of Employment).

## **b) SECONDMENTS**

A secondment is an appointment to another position for a limited term, i.e., up to 18 months, at the conclusion of which the incumbent will normally return to their previous position which, by mutual agreement of the division/department head, will have been kept vacant or filled on a term or temporary basis.

Secondments may be used to borrow particular expertise for projects or to temporarily replace a staff member while, at the same time, providing an opportunity for career development.

Secondment opportunities may be filled using one of the following:

- a) Through a posting in accordance with the staffing process described above or;
- b) Through a posting within the division/department, or;
- c) Through an employment equity initiative, or;
- d) Through an exchange program with another division, department or institution, or;
- e) Through a career development planning process designed to broaden exposure and experience of staff members.

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