

APPENDIX A: Sample Advertisement as per U of T Academic Appointment Advertisement Requirements

Assistant / Associate / Full Professor – Academic Paediatric Pathologist

Rank and title

The Department of Laboratory Medicine and Pathobiology, Faculty of Medicine at the University of Toronto and the Department of Paediatric Laboratory Medicine at the Hospital for Sick Children (SickKids), are seeking to recruit an {Position Title, e.g. Academic Paediatric Pathologist}. The successful candidate will have an academic position description of {e.g. Clinician Scientist} and must be eligible for a full-time clinical academic appointment at the rank of Assistant, Associate or Full Professor at the University of Toronto. Effective start date is Month DD, 20YY or shortly thereafter.

Opening summary paragraph include: University department and hospital; academic position title (optional); academic appointment category & rank; start date

We are seeking a physician who will foster excellence in paediatric pathology practice, teaching and research at the hospital. Duties include the delivery of a broad range of paediatric pathology services in association with other paediatric pathologists in the Division, as it is practiced in Canada, and participating in common departmental functions such as on-call coverage. A fully accredited residency program is in place and teaching of residents, fellows and medical students is expected.

Nature of duties paragraph¹

The successful applicant must hold an MD degree, must be Board Certified or Board Eligible in {RCPSC Specialty or Subspecialty, e.g. Anatomical Pathology} and must be eligible for medical licensure with the College of Physicians and Surgeons of Ontario. The position requires an individual who has additional training or equivalent experience in paediatric pathology as well as a record of excellence in scholarship in this area. The successful candidate will have a strong record of relevant research accomplishment.

Qualifications paragraph¹: e.g. education, training, and experience

Include language of (demonstrated) "excellence"

Salary and benefits are in accordance with the uniform minimal level of compensation for pathologists in the Province of Ontario (currently approximately \$XXX per annum). Applications will be accepted until Month DD, 20YY, or until the position is filled. Only short-listed applicants will be contacted.

Application details paragraph: salary and benefits, application deadline² (min 35 days), how to apply, and contact person & email (...cont'd on next page)

Interested applicants should send their curriculum vitae, a brief statement of their career plans, and the names of three referees via email to:

{Full Name, CREDENTIALS}

{Hospital Position Title, e.g. Director, Division of Cardiology}

Division of Pathology

The Hospital for Sick Children

Professor, University of Toronto

*Recruitment of Full-time Clinical (MD) Positions
at the Faculty of Medicine, University of Toronto*

555 University Ave.
Toronto, ON M5G 1X8
Tel. 416-###-#### ext. ####
e-mail: {email@sickkids.ca}

CAUTION: This ad is “posted only” to the U of T affiliated hospital job board. Please see the information directly above for the application instructions; applications submitted via the "Apply Now" button on this page will NOT be considered for this position.

Application submission details paragraph (cont'd): contact person & email and caution message about applying online via the U of T careers site (mandatory for the U of T posting only)³

Note: caution message is to be added for UofT internal posting only.

Dedicated exclusively to children and their families, SickKids is one of the largest and most respected paediatric healthcare centres in the world. As innovators in child health, we lead an partner to improve the health of children through the integration of healthcare, leading-edge research and education. Our reputation would not have been built – nor could it be maintained – without the skills, knowledge and experience of extraordinary people who to come work here every day. SickKids is committed to ongoing learning and development, and features a caring and supportive work environment that combines exceptionally high standards of practice.

As one of the largest departments of its kind, the Department of Laboratory Medicine and Pathobiology (LMP) has more than 350 faculty including basic scientists, pathologists, laboratory physicians and scientists. By combining research with clinical practice, we are uniquely positioned to translate new findings into reality. As a result, we are known as leaders in diagnosing and treating patients and populations, making an impact locally, nationally and internationally. For more information about the Department of Laboratory Medicine and Pathobiology, University of Toronto please visit our website at www.lmp.utoronto.ca

*(Recommended)
University department, division, and/or hospital paragraph(s): brief descriptions.*

University department website must be included.

Recruitment of Full-time Clinical (MD) Positions at the Faculty of Medicine, University of Toronto

The below statements are automatically added to the job ad when posted on the U of T careers site. Please make sure these statements are included when position is advertised elsewhere.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Diversity Statement

The University of Toronto and the hospital are strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Accessibility Statement

The University and the hospital strive to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact the search committee chair.

Notes:

IMPORTANT: *This sample meets U of T job ad requirements but may not meet all ESDC requirements for the purposes of submitting a LMIA/LMO when hiring a foreign national. Please seek the advice of either the Hospital's HR or an immigration lawyer if the committee is strongly open to considering foreign nationals.*

(See also footnotes on next page.)

Footnotes

- 1 Nature of duties vs. qualifications paragraphs:** *It is important search committees understand the difference between providing a list of responsibilities to be fulfilled by the position holder and the list of qualifications and experience against which each candidate will be assessed to support a transparent, equitable recruitment process. Please discuss the difference with your Academic HR Advisor if you need clarification.*
- 2 Application deadline:** *The 'Posting End Date' must have a specified date, e.g. "08/10/2020". A job posting with an ongoing 'Posting End Date' cannot be used. The posting must be published for 35 days. If the search committee chair wants the ad to be posted for longer, he/she should contact the LMP HR office to request for the posting to be extended up to four months later. After this 4-month extension, a new posting will be required with the following statement:
*This is a re-post of the "{Job Ad Title}" (Req ID: {####}) job ad that was first posted {Month DD, 20YY}. This job ad is being re-posted because the position is yet to be filled.**
- 3 Application submission details CAUTION message:** *The version of the job ad posted on the U of T careers page via SuccessFactors: Recruiting MUST have the following caution message immediately following the application submission details (with "CAUTION" in red font and bolded, and the full message italicized) –*

*Recruitment of Full-time Clinical (MD) Positions
at the Faculty of Medicine, University of Toronto*

CAUTION: *This ad is “posted only” to the UofT affiliated hospital job board. Please see the information directly above for the application instructions; applications submitted via the "Apply Now" button on this page will NOT be considered for this position.*