Search Report Template

This template search report is intended to assist search committee chairs in organising and including all necessary information about the search process when submitting an appointment file to the Office of the Vice-Provost, Faculty & Academic Life (VPFAL) for approval. We recommend this format in order to facilitate review by our office and minimize processing times for appointment files.

# Search Details

In multi-departmental Faculties, the Dean’s **approval of the Unit Head’s** recommendation should be attached.

**UTORecruit Requisition Number:**

**Search Title:**

**Unit(s) and Faculty:**

**Rank and Stream:**

**Start Date:**

# Search Committee Membership

For Role, please indicate whether member is serving as Chair, Graduate Chair/Representative, Dean’s Representative, Provostial Assessor, Student Member, etc., as appropriate. You may need to add or delete rows.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Rank | Unit | Gender | Role |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If there are any potential conflicts of interest (COIs) between search committee members and shortlisted candidates, please describe how the committee managed these COIs throughout the search process.

# Recruitment

Please attach a list and copies of all advertisements as an appendix to the search report. See [Appendix: Advertising](#_APPENDIX:_Advertising) for table template and instructions.

## Diversity in Recruitment

Describe the special efforts taken to draw the position to the attention of the four designation groups: women, racialized persons / persons of colour, Indigenous / Aboriginal People of North America, and persons with a disability.

# Shortlisted Candidates

## List of Shortlisted Candidates

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Year of PhD | Citizenship (if known) | Gender (if known) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Diversity Considerations

* Please attach the Diversity Report from UTORecruit; you can request a copy of the report from the VPFAL Office by emailing [academic.jobs@utoronto.ca](mailto:academic.jobs@utoronto.ca) (please include the requisition number in the email request).
* In cases where the shortlist does not contain candidates from all genders, please provide the name of the highest ranked candidate from the underrepresented gender and an explanation of why they were not shortlisted; the attached documentation must also include their CV and reference letters.
* Comment, based on the diversity report, on the presence or absence of racialized persons / persons of colour, Indigenous / Aboriginal People of North America, and persons with a disability in the applicant pool; in addition, if any applicants self-identified in their application materials as racialized persons / persons of colour, Indigenous / Aboriginal People of North America, and/or persons with a disability, comment on the presence or absence of these groups on the short list.

# Search Process

The purpose of the search report is to assist VPFAL in understanding how the committee reached its decision and should serve to supplement, rather than summarize, the attached documentation.

## Candidate Assessment

* Describe the screening process used by the search committee to determine a shortlist.
* Provide a brief overview of the proposed candidate visit process.

## Diversity Considerations

* Describe the ways in which the search committee informed itself of issues of diversity when developing the short list and preparing for the candidate visits.
* Where the short list contains a candidate from the underrepresented gender and that candidate has not been chosen, please include a statement indicating why the candidate of the underrepresented gender was not chosen.
* Where, based on self-identification on the part of the applicant (explicitly in their application materials), the short list contains racialized persons / persons of colour, Indigenous / Aboriginal People of North America, or disabled candidate(s), please include a statement indicating why the candidate(s) was/were not chosen.
* For information of best practices related to diversity in search and hiring, see [Strategies for Recruiting an Excellent & Diverse Faculty Complement](http://www.faculty.utoronto.ca/wp-content/uploads/2018/01/Recruiting-Excellent-Diverse-Faculty-Complement.pdf).

## Committee Recommendation

* Provide details on the recommendation of the search committee, the degree of consensus reached by the committee and the reason for the selection of the individual, based on the criteria outlined in the job advertisement.
* Please also provide the reasons why the other shortlisted candidates were not selected, based on those same criteria.

# Top Canadian Candidates

If the search committee is recommending a non-Canadian for the position, please provide the names of the top three Canadian applicants, ranked and with a description of why they were not selected, based on the criteria outlined in the job advertisement.

* Please complete a [Foreign Academic Recruitment Summary](https://www.canada.ca/content/dam/canada/employment-social-development/migration/documents/assets/portfolio/docs/en/foreign_workers/hire/academic/emp5251e.pdf) form, which asks for the reason the top three Canadians were not chosen for the position, regardless of whether or not they were shortlisted.
* Please complete the Canadian Applicant Spreadsheet (you can request a template for this spreadsheet by emailing [faculty.immigration@utoronto.ca](mailto:faculty.immigration@utoronto.ca)).

# Details of Offer

Please outline the following specifics of the offer:

* Graduate appointment details (Note: please attach approval from graduate chair if they did not serve on committee or if they had designate serve on committee).
* Any special or non-standard arrangements or conditions of employment (e.g., provision for early tenure consideration, leave arrangements, spousal appointment, OTO payments, teaching arrangements, housing loan, etc.), including rationale for terms proposed.
* Justification for the proposed starting salary.
* Start date, if different from advertised, including justification for delayed or early start.

# Appendix: Advertising

For each search, please maintain copies of every advertisement posted in full, including the posting on the UofT Careers site and University Affairs, following the instructions outlined in the AAPM [here](https://www.aapm.utoronto.ca/academic-administrative-procedures-manual/utorecruit-academic-recruitment/instructions-academic-search-administrators/posting-requisition-on-careers-site/).

## List of Job Postings

Please use the table below to track and list the advertisements posted for the search and include a copy of the completed table with the search report. You may need to append the table as a separate document in landscape orientation in order to clearly present the required details.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Method | Name of ad Source/ Location | Website address (if applicable) | Advertisement # (if applicable) | Publication date | Posting duration or expiry date | End of application period (job close date) |
| E.g. Print ad, web posting, etc. | Name of website or publication |  |  | Ad posting date | Ad closing date | UTORecruit closing date or last day to submit application |