

RECRUITING FOREIGN ACADEMICS

When a Department wishes to hire a foreign academic, who is neither a citizen nor permanent resident of Canada, the University must assist in obtaining a temporary work permit under the [Temporary Foreign Worker Program](#) in order for the individual to legally work in Canada. In order to comply with the requirements of the program all academic recruitment must follow the [policies established by the University](#) and Employment and Social Development Canada/ESDC.

These requirements apply to tenure and teaching stream, CLTA, academic administrator and research associate positions.


ADVERTISING SPECIFICATIONS

- One month minimum from posting date to job closing date
- Broad Canadian exposure
 - The Office of the Vice-Provost Faculty & Academic Life (VPFAL) will ensure your positions are advertised in [University Affairs](#) and [Inside Higher Education](#). You must also advertise in other [Canadian](#) venues appropriate to the discipline.
- Advertisements must include clear statements of expected educational credentials, job duties and job requirements (all positions advertised on UTORecruit require approval from VPFAL)
- All advertisements must contain the following language:

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

- Print copies of all advertisements are **required** (PDFs are acceptable). This includes the posting on UTORecruit--we recommend [printing as soon as the position is posted](#). Print copies should be legible and include the full text of the advertisement, including the above statement, and demonstrate that the advertisement ran for at least one month (ideally by including the posting date and closing date). Print copies may be digital (PDF) but should display the advertisement as it appeared in the venue itself, which may involve printing from an online source, scanning a print source, or taking a screenshot.
- The approved text of advertisements must be used in all advertising (including emails). If you must shorten the text, please contact us for assistance.

ESDC RECRUITING EXPECTATIONS

- Identify and give due consideration to all Canadians and permanent residents.
- If using UTORecruit, all non-Canadians/non-permanent residents are identified with a 
- Document efforts to ensure all qualified Canadians/PRs were aware of the posting (advertisements, search statistics, CVs, reference letters).
- Document why **EACH Canadian/permanent resident** was not selected for the position.

TEMPORARY FOREIGN WORKERS PROGRAM

- When preparing an appointment file for the hire of a non-Canadian, the search report must include appropriate and sufficient rationale for not hiring the top three Canadians/Permanent Residents, whether or not they were shortlisted. This rationale should always be on the basis of advertised criteria and will be submitted to ESDC on the [Foreign Academic Recruitment Summary](#).
- The search report must now also include a spreadsheet listing each Canadian/permanent resident and an explanation as to why the candidate did not meet the requirements of the position based on the job advertisement. (Sheet will be anonymized for LMIA application.)
- Forecast realistic timelines from job posting to start date to take into account processing times, time required to obtain a “Labour Market Impact Assessment” (LMIA) from ESDC, validity periods and some visa requirements for foreign nationals.
- Academic administrative appointments may have special requirements including advertising on the federal Job Bank and longer LMIA processing times.
- There is a fee of \$1000 for each LMIA application. Hiring departments must pay this fee for all research associate and CLTA LMIAAs.

QUESTIONS? CONTACT US: FACULTY.IMMIGRATION@UTORONTO.CA