



UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

Rehabilitation Science Sector: Application Submission Process Instructions

Non-Professorial Status-only and Adjunct Lecturer Academic
Appointments

Using Web Forms and LaserFiche

Discovery Commons

May 2019

Rehabilitation Science Sector: Application Submission Process Instructions

Status-only and Adjunct Lecturer Academic Appointments

Reviewing and Accepting Applications

Step 1:

Rehab Appointments Coordinator receives an email when an application is submitted via the online application form on the Faculty of Medicine Step-by-Step Guide website:

<http://aca.med.utoronto.ca/>

Sample Email:

To: Rehab Sector

Subject: Rehab Non-Professorial Application Form Submitted

Dear Rehab Sector Coordinator

An appointment application for a non-professorial, Rehab Sector appointment has been submitted for your review. Please go to the web forms manager at

<http://documents.med.utoronto.ca/forms> to approve the form and create a dossier for the candidate, or reject the form.

Thank You

Appointments Application

Faculty of Medicine

[Click here to open this task in Forms.](#)

Step 2:

Rehab Appointments Coordinator logs into the web forms manager:

<http://documents.med.utoronto.ca/forms>

Username: dc992

Password: password

Step 3:

Enter the "My Tasks" section to review any pending applications. Click on an application to review.

The screenshot shows the 'Application Form' for Academic Appointments (Rehab Sector - Status Only Lecturer / Adjunct Lecturer) at the University of Toronto. The form is divided into several sections. Red arrows point to specific fields, labeled I through V:

- I.** Points to the 'Requested' dropdown menu, which is currently set to 'Adjunct Lecturer (Renewal) Appointment'.
- II.** Points to the 'Primary Employer' dropdown menu, which is currently set to 'Amar Seva Sangam'.
- III.** Points to the 'Choose Files' button in the 'Attach File(s)' section.
- IV. (a)** Points to the 'Academic Appointment Category' dropdown menu.
- IV. (b)** Points to the 'Rank' dropdown menu.
- IV. (c)** Points to the 'Comments to be Included on Application Form' text area.
- V.** Points to the 'Approve' and 'Reject' buttons at the bottom of the form.

a. Review all information submitted, including:

NOTE: The Department Coordinator is able to change any information necessary if they have reason to believe it is inaccurate and are able to confirm the correct information.

- I. Academic appointment type – if renewal is selected, ensure this is correct by comparing to HRIS/Department records.
- II. Employment aligns with academic appointment type selected (i.e. Status-only faculty are primarily employed at a full or community-affiliated site as listed in the Sector Guidelines).
- III. Attachments include two files: Curriculum Vitae and Rehabilitation Sciences Departmental Contributions Form.
- IV. Complete section “Filled in by Department Coordinator”
 - a. Academic Appointment Category must be accurate and the same as the one listed earlier in the form
 - b. Rank:
Lecturer = Status-only
Not Applicable – Title Only = Adjunct
 - c. The comment section is not required but could be used to include relevant information possibly relating to a renewal application. (i.e. why there was a lapse in appointment)
- V. Select Approve or Reject:

Approve – appointment dossier will be created in the LaserFiche dossier and a confirmation email will be sent to the candidate (content dependent on the appointment type).

If the application is mostly complete, but may be missing employer information or a required attachment, the Department Coordinator can accept the application and contact the candidate via LaserFiche using the option ‘Require Further Documentation from Candidate’ on the Application Status template within the dossier. Clearly state what is still required from the candidate using the ‘Department Comment’ section. The candidate will receive an email with your comments and instructions on how to submit the remaining documents, or should be given a contact email in the department comments so they can email the Department Coordinator additional information required. [See diagram on page 4]

Reject – nothing is created for the candidate and the application form, plus attachments, are deleted. An email will be sent to the candidate indicating that their application was incomplete and direct them to contact the Department Coordinator if they are still interested in obtaining an academic appointment.

Manuals & User Guides | Discover x *Kangaroo_Kelly_99920150025 x +

Not secure | lfwebdev.med.utoronto.ca/laserfiche/Browse.aspx?repo=Appointments#?id=131019

Apps Log in to continue ... Faculty of Medicine Discovery Commons https://dcsupport... Academic Technolo... Other bookmarks

Laserfiche Search repository Advanced Display Options Repositories MEDICINE\chowhwa

Appointments > Training > *New Appointments > Rehab Other Academic > *Kangaroo_Kelly_99920150025 9 entries (1 selected)

- Appointments
- Dean's Office
- Hospital Coordinators
- Human Resources
- Temp
- Anesthesia
- Della Lana School of Public Health
- Laboratory Medicine and Pathobiology
- Pharmacology and Toxicology
- Speech Language Pathology
- Training
 - *Activity Reporting
 - *New Appointments
 - Clinical MD
 - Other Academic
 - Rehab Other Academic
 - Archives
 - Clinical MD
 - Other Academic
 - Rehab Other Academic

Name	Activity Report Status Clinical
*Kangaroo_Kelly_99920150025_Appointment Status	
*Kangaroo_Kelly_99920150025_Letter of Offer Template	
CV_AnnDudley.pdf	
Enclosure_ProfileForm	
Kangaroo_Kelly_99920150025_ChairsLettertoDean	
Kangaroo_Kelly_99920150025_Letter of Offer	
Kangaroo_Kelly_ContributionsReport	
Kangaroo_Kelly_CV	
Kangaroo_Kelly_RehabAppointmentApplication	

*Kangaroo_Kelly_99920150025_...

Metadata Fields Preview More

Template

Appointment Status-Rehab

DAC Approval Status
Require Further Documentation from Canc

Employing Institute Permission
Yes

DAC Recommendation
Yes

Areas of Responsibility_Rehab

Department Comment

HR Approval Status
HR Approved

HR Comment

Dean / Vice Dean / FAAC Approval Status

Dean / Vice Dean / FAAC Comments

Appointment Status History

Application Submitted to Dossier
10/29/2015 12:45:54 PM

Committee Recommendation:
Changed to 'Pending' by MEDICINE\mconne9 on October 29, 2015

Department Approval Status:
"Approved" by MEDICINE\mconne9 on 6/6/2016 9:58:11 AM

Dossier Status: "HR Approved" by HR on 6/6/2016 9:59:35 AM

Letter of Offer emailed to katherine.mconnell@utoronto.ca by MEDICINE\mconne9 on 6/6/2016 10:01:25 AM

Fields

Add/remove fields

DAC Approval Status PREVIOUS
Approved

DAC Recommendation PREVIOUS
Yes

Email Letter of Offer to Candidate
Pending

Email Letter of Offer to Candidate PREVIOUS
Pending

Generate Offer Letter Template
Not Selected

HR Approval Status PREVIOUS
HR Approved

Save Cancel

Search and Report on Submitted Applications:

For the purposes of reporting on how many applications have been submitted at a certain date, or who has submitted a Status-only Initial application and should receive a reminder that they are also required to submit reference letters prior to the January 31, 2015 deadline.

Step 1:

Select the Department you want to report from.

Step 2:

Select the subfolder 'Rehab Other Appointments'

Step 3:

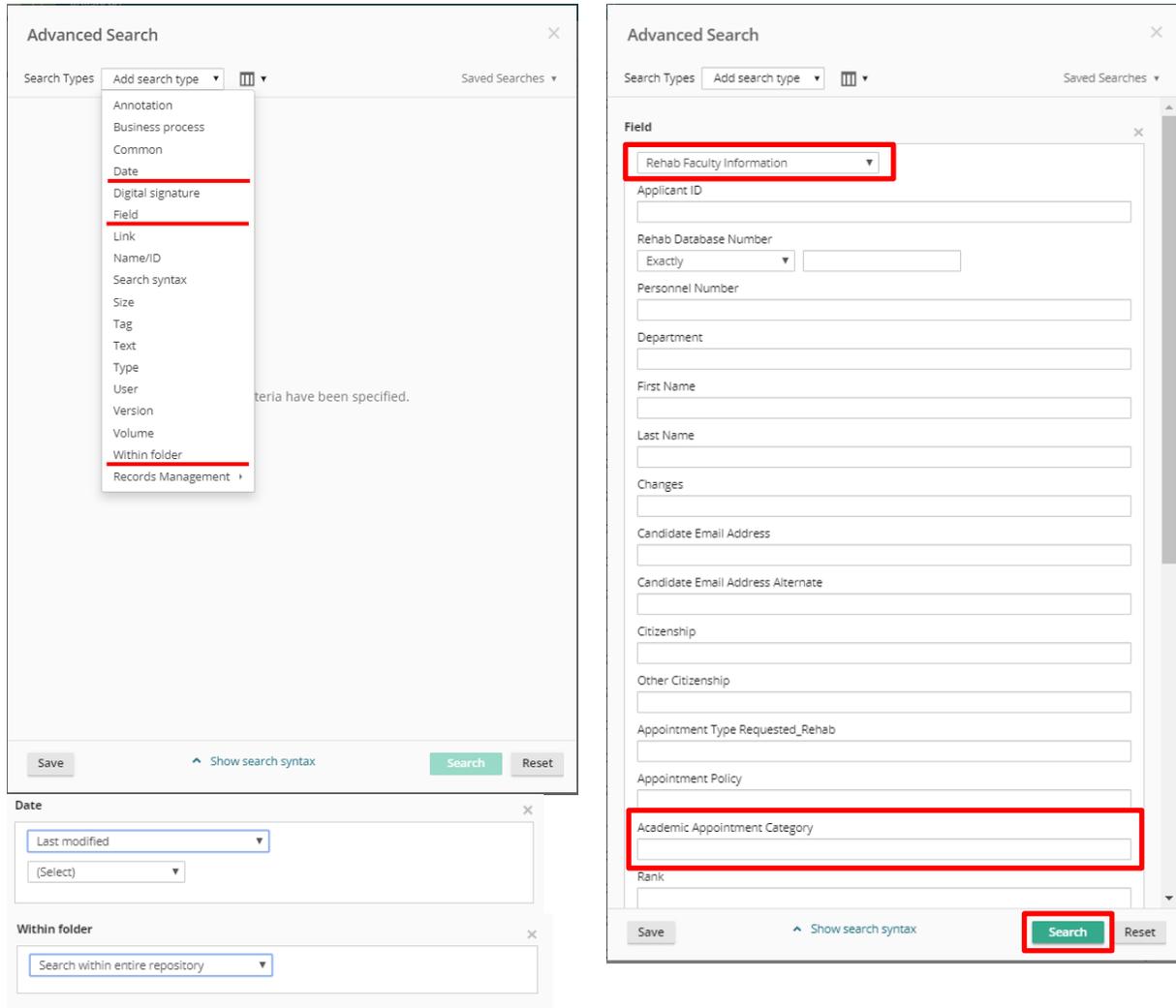
Click on "Advanced" beside the search field. Setup the search criteria, dependent on the type of academic appointment being searched:

The screenshot shows the Laserfiche search interface. At the top, there is a search bar with the text "Search current folder" and a magnifying glass icon. To the right of the search bar, the word "Advanced" is highlighted with a red rectangular box. Below the search bar, the breadcrumb path is "Appointments > Speech Language Pathology > Rehab Other Academic" with "6 entries" listed to the right. On the left side, there is a navigation pane with a tree view of folders. The "Rehab Other Academic" folder is selected and highlighted in blue. The main content area displays a list of folders with the following names: "Ackle_One_1922018001", "Ada_Two_1922017002", "Aziz_Three_1922018003", "Bair_Four_1922018004", "Bala_Five_1922018005", and "Bark_Six_1922016006". The table has two columns: "Name" and "Activity Report Status Clir".

Step 4:

Setup the search criteria. You may wish to include Date (set the range), Within Folder (set to Search within current folder), and Field (select “Rehab Faculty Information template, then select type in the ‘Academic Appointment Category’) in your criteria.

Then click ‘Search’ at the bottom of the Advanced Search window.



Step 5:

The results will appear in the center pane and the search criteria can be refined further on the left panel (if needed).

The screenshot shows the Laserfiche search interface. The left pane contains search filters, and the center pane displays a table of search results. A red box highlights the search filters and the search results table.

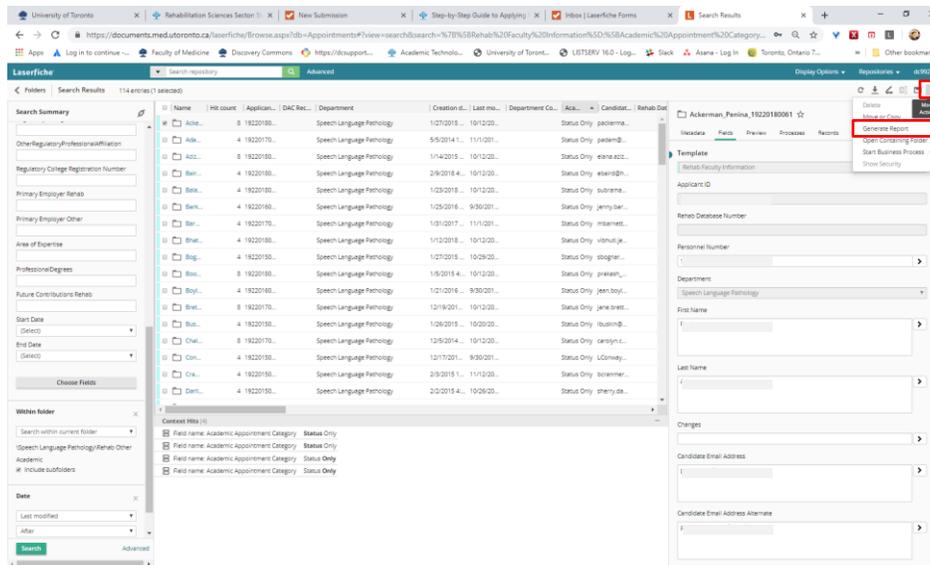
Name	Hit count	Applican...	DAC Rec...	Department	Creation d...	Last mo...	Department Co...	Aca...	Ca
Ack...	8	19220180...		Speech Language Pathology	1/27/2015 ...	10/12/20...		Status Only	c...
Adi...	4	19220170...		Speech Language Pathology	5/5/2014 1...	11/1/201...		Status Only	e...
Asi...	8	19220180...		Speech Language Pathology	1/14/2015 ...	10/12/20...		Status Only	e...
Bai...	4	19220180...		Speech Language Pathology	2/9/2018 4...	10/12/20...		Status Only	e...
Bala...	4	19220180...		Speech Language Pathology	1/23/2018 ...	10/12/20...		Status Only	s...
Bark...	4	19220160...		Speech Language Pathology	1/25/2016 ...	9/30/201...		Status Only	j...
Bar...	4	19220170...		Speech Language Pathology	1/31/2017 ...	11/1/201...		Status Only	r...
Bhat...	4	19220180...		Speech Language Pathology	1/12/2018 ...	10/12/20...		Status Only	v...
Bog...	4	19220150...		Speech Language Pathology	1/27/2015 ...	10/29/20...		Status Only	s...
Boo...	8	19220180...		Speech Language Pathology	1/5/2015 4...	10/12/20...		Status Only	p...
Boyl...	4	19220160...		Speech Language Pathology	1/21/2016 ...	9/30/201...		Status Only	j...
Bret...	8	19220170...		Speech Language Pathology	12/19/201...	10/12/20...		Status Only	j...
Bus...	4	19220150...		Speech Language Pathology	1/26/2015 ...	10/20/20...		Status Only	ll...
Chel...	8	19220170...		Speech Language Pathology	12/5/2014 ...	10/12/20...		Status Only	o...
Con...	4	19220150...		Speech Language Pathology	12/17/201...	9/30/201...		Status Only	L...
Cra...	4	19220150...		Speech Language Pathology	2/9/2015 1...	11/12/20...		Status Only	c...
Daril...	4	19220150...		Speech Language Pathology	2/2/2015 4...	10/26/20...		Status Only	s...

Step 6:

In the upper right, under the user login is the 'Generate Report' button.

The screenshot shows the Laserfiche search interface. The left pane contains search filters, and the center pane displays a table of search results. A red box highlights the 'Generate Report' button in the upper right corner of the interface.

Note: If any folder is checked, the three vertical dots will be displayed under user login. Move your mouse over it to access the Generate Report option.

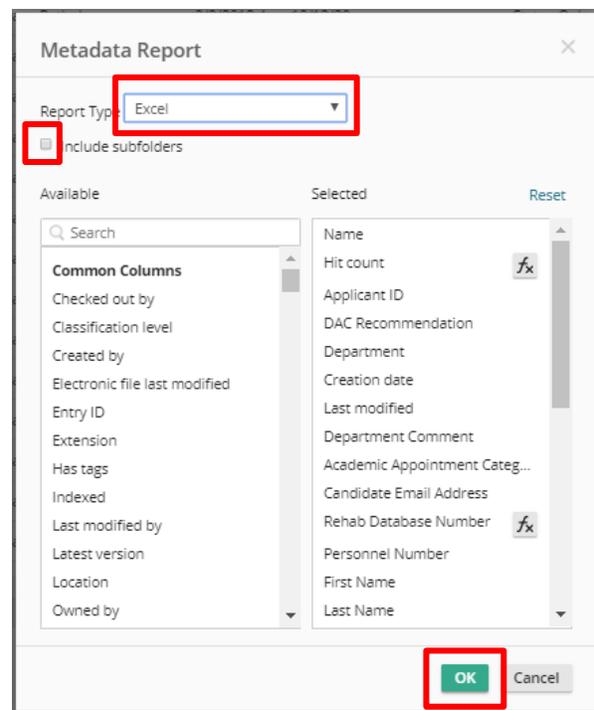
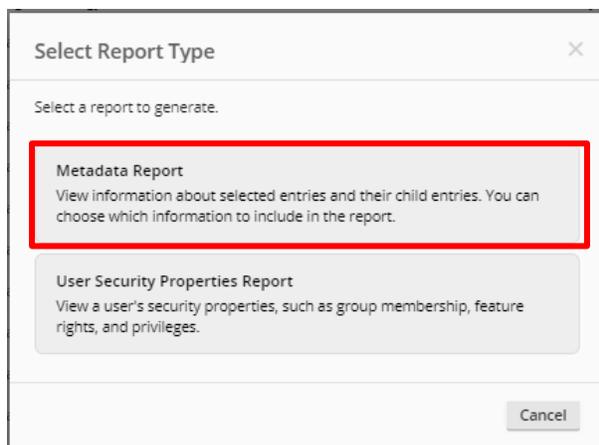


Step 7:

Select 'Metadata Report' and the window will open.

Set Report Type to 'Excel' and uncheck 'Include subfolder'.

To add fields to be included in your report, drag fields from the left 'Available' column to the right 'Selected' column. To remove fields, drag from the Selected to Available column. Click OK when done.



Step 8:

A pop-up window will display 'Generating Report' during processing and a file will be downloaded called 'My Report (xx).xlsx'. In Firefox, this will appear at the upper right in your downloads folder; or in Chrome at the lower left corner.