

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

Username: dc992 Password: password

Step 3:

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

æ	Application Form		
Rehabilitation	Sciences Sector Y OF TORONTO Academic Appointments (Rehab Sector - Statu	s Only Lecturer	
22	/ Adjunct Lecturer)		
Department *	Select a Rehab Sector department to which you would like to apply.		
	Physical Therapy		
Previous Academic	Do you hold, or have you ever held, an academic appointment at the University of Toronto?		
Appointment *	Ves 💿 No		
Appointment Type	What type of appointment are you applying for now? If you are unsure, you may review the Rehabilitation Sciences Sector Guidelines.		
Requested	Adjunct Lecturer (Renewal) Appointment		 Ι.
Last Name *	(Family Name or Surname)		
	Perfect		
First Name *	Given Name (please do not include nicknames, allases or initials)		
	Peter		
Candidate Email Address *	katherine.mcconnell@utoronto.ca		
Citizonakia *	Citizantila or Immioration Status		
Citizenship	Canadian		
Primary Employer	Please indicate if your primary place of employment is at one of these sites.		
	Amar Seva Sangam	• ←	 ———— II.
Primary Employer -	If your primary place of employment is not in the list above, please state its name.		
Other	Mount Sinai Hospital (Stuttering Treatment Clinic)		
Graduate Degree(s)	Graduate Degree Name, Institution, Year Conferred		
Professional	The College or the professional organization to which you are affiliated.		
Annacion	College of Physiotherapists of Ontario	•	
Other Professional Affiliation	If you are affiliated with a college or a professional organization not named above, please enter it California College of Audiologists	here.	
College Registration	AMD44558899		
Number	Amb + 30003		
Area of Expertise	Please enter relevant words or phrases selected from those shown in this document, separated	by commas	
	(maximum 175 characters). Brain Surgery, Everything under the Sun, Children, Geriatrics, Even more Stul	f, M	
Attach File(s)	You must attach your current Curriculum Vitae and completed Rehabilitation Sciences Departm	ental	
	Contributions Report to this form. If you are unsure about the document requirements, please re Rehabilitation Sciences Sector Guidelines.	view the	
	Accepted file formats: pdf, doc, docx, rtf		
	Choose Files		
	Or drag files here		
	CV_MartinRoth.doc 23.5KB	8	
	A green bar means the file(s) attached to the form properly. Clicking on the green bar before sub	mitting the	
Filled in by Depart	nent Coordinator		
Academic Appointment		\leftarrow	—— IV. (a)
Category			
Rank	▼	\leftarrow	—— IV. (b)
University	Department Chair's full name with title (e.g. Dr. Sheldon Cooper)		
Department Chair			
University Department Chair's			
Email Address			
Comments to be			
Included on Application Form		←	IV. (c)
			(-)
Comments	•		
Southerness			
	Approve Reject	←	V.
			v.

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
 - 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 there application was incomplete and direct them to contact the Department Coordinator if they are still interested in obtaining an academic appointment.

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> 🛅 Dalla Lana School of Public Health	Kangaroo Kelly 99920150025 Letter of Offer	Require Further Documentation from Cand 🔻
Laboratory Medicine and Pathobiol	Kangaroo Kelly ContributionsReport	Employing Institute Permission
> D Pharmacology and Toxicology		Yes 🔻
Speech Language Pathology	Kangaroo Kelly RehabAppointmentApplication	DAC Recommendation
Activity Reporting		Yes
New Appointments		Areas of Responsibility_Rehab
> 🛅 Clinical MD		
> 🛅 Other Academic		Department Comment
> 🛅 Rehab Other Academic		
Archives		HR Approved T
Clinical MD Other Academic		HR Comment
Rehab Other Academic		
		Dean / Vice Dean / FAAC Approval Status
		· · · · · · · · · · · · · · · · · · ·
		Dean / Vice Dean / FAAC Comments
		>
		Appointment Status History
		Application Submitted to Dossier
		10/25/2013 12:43.34 (10)
		Committee Recommendation:
		MEDICINE\mcconne9 on October 29, 2015
		Department Approval Status:
		"Approved" by MEDICINE\mcconne9 on 6/6/2016 9:58:11 AM
		Dossier Status: "HR Approved" by HR > ×
		katherine.mcconnell@utoronto.ca by
		10:01:25 AM
		Fields
		Add/remove fields
		DAC Approval Status PREVIOUS
		Approved v
		DAC Recommendation PREVIOUS
		Yes
		Email Letter of Offer to Candidate
		Pending
		Email Letter of Offer to Candidate PREVIOUS
		Pending v
		Generate Offer Letter Template
		Not Selected T
		HR Approval Status PREVIOUS
		HR Approved V
-		
Documents in Use		
★ Starred		
Recently Opened Documents		
Records Management		
🗊 Recycle Bin		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:

Laserfiche Search cur	rent folder Q	Advanced	Displa
Appointments > Speech Language Patholo	ogy > Rehab Other Academic	6 entries	
Appointments *Dean's Office *Hospital Coordinators *Human Resources *Temp Anesthesia Dalla Lana School of Public Health Dalla Lana School of Public Health Dalla Lana School of Public Health Desch Language Pathology Speech Language Pathology Speech Language Pathology *Activity Reporting *New Appointments Archives Other Academic	Name Ackle_One_192201800 Ada_Two_1922017002 Aziz_Three_1922018004 Bair_Four_1922018004 Bala_Five_1922018005 Bala_Five_1922018006	1	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.

Advanced	Search		×	Advanced Search	\times
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Save	▲ Sho	w search syntax	Search Reset	Appointment Policy	
Last modifie (Select)	d ¥	v	×	Academic Appointment Category Rank	
Within folder	in entire repository	Ŧ	×	Save Show search syntax	Search Reset

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).

Laserfiche	Search repository	Q Advanced		
Folders Search Results 114 entries	s (1 selected)			
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Step 6:

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

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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.

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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.

elect Report Type ×	Metadata Report		
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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.