

RESOURCE DIRECTORY FOR UTM FACULTY

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1. Research

[Office of the Vice Principal, Research](#): Important information for researchers such as funding opportunities, research on campus, financial matters pertaining to funds, etc.

[Research Guide for Faculty](#): a practical overview of the research policies and procedures at UTM. Please take some time to look at this site.

[Find Funding](#): Research funding opportunities and the Pivot Funding Opportunities Database, a searchable and sortable database of available awards, grants, funds and other funding opportunities.

[My Research](#): The My Research system is the web-enabled gateway for Investigators, Academic Administrators and Staff for research related administrative activities at the University of Toronto. It provides access to the My Research Application (**MRA**), My Research Human Protocol (**MRHP**), and My Research Animal Protocol (**MRAP**) systems, as well as (for faculty only) to My Research On Line (**MROL**).

[Manage Your Research Funding](#): Information on accessing your research funds, roles and responsibilities in accounting and compliance, spending of research funds, and more.

[Teaching and Learning Grants](#): Pedagogical research grant opportunities available to UTM faculty.

[Research Opportunity Program \(ROP\)](#): Opportunity to have an undergraduate student as a researcher for 0.5 or 1.0 credits. [International exchange student ROP](#) opportunities exist as well.

[Research Alerts](#): Information regarding upcoming research funding and awards applications and their deadlines for the University of Toronto community.

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2. Personnel

[Postdocs](#): Postdocs are members of the Collective Agreement [CUPE 3902 Unit 5](#)

A University of Toronto postdoc is a postdoctoral fellow who is doing research on a U of T campus and/or is receiving a stipend from U of T.

The conduct of postdocs while at U of T is governed by policies and procedures that can be found on the [HR&E website](#). Policies of particular importance to postdoctoral fellows are:

- [Code of Behaviour on Academic Matters](#)
- [Copyright Policy](#)
- [Policy on Ethical Conduct in Research](#)
- [Inventions Policy](#)

Research Associates: All research associate job opportunities must be recruited through your [divisional human resources office](#). The position must be advertised widely, including on the hiring department's website and in other relevant internal and external venues.

Senior Research Associate positions are continuing positions where it is expected that grant funding for the position will continue. Such positions can only be terminated under the conditions outlined in the *Policy*.

Research Associate (Limited Term) positions are for a limited term. Term-appointed staff are normally hired for an initial appointment of at least six months and have a predetermined end date at which time the appointment will terminate unless an extension is offered and accepted. Research Associate (Limited Term) appointments are renewable but the total cannot exceed five years at the University.

Both Senior Research Associates or Research Associates (Limited Term) may be part-time. A part-time appointment is based on less than 100% of the full-time hours of work. They cannot be less than 25% and must reflect the expected hours of work.

Questions regarding Senior Research Associates or Research Associates (Limited Term), including accessing template letters of appointment should be directed to your divisional human resources office.

Work-Study Program: Work Study provides students with the opportunity to develop their knowledge, skills and experience through paid work on campus.

Work Study is open to domestic undergraduate and graduate degree students studying on a full time or part time basis (i.e., registered in at least 2.0 credits) and International undergraduate and graduate students studying on a full time basis, continuously from September 2018 to April 2019. International students studying on a part time basis are NOT eligible to work on Campus – please see the [Government of Canada website](#) for rules and regulations.

Work Study students are permitted to work a maximum of 15 hours per week and a maximum 100 hours total for the Summer Work Study Session.

Work Study students are paid minimum wage, currently \$14.00 per hour plus 4% vacation pay.

Work Study students are paid bi-weekly unless previously or concurrently employed by the University in a monthly paid position whereby they will remain on a monthly payroll schedule.

The Work Study Program is a way for staff and faculty to provide meaningful Work Integrated Learning experiences for students. With over 3,500 students hired each year into Work Study positions, the program provides the opportunity for students to develop their knowledge, strengthen their skills, and explore how their academic studies translate to career possibilities.

We invite you to learn more about student eligibility, funding requirements, and how to post a Work Study position by logging into your Faculty & Staff account on the [Career Learning Network \(CLN\)](#)

Eligibility: Work Study is open to domestic undergraduate and graduate degree students studying on a full time or part time basis (i.e., registered in at least 2.0 credits) and International undergraduate and graduate students studying on a full time basis, continuously from September 2018 to April 2019. International students studying on a part time basis are NOT eligible to work on Campus – please see the [Government of Canada website](#) for rules and regulations.

Notes:

- (1) Students registered in Toronto School of Theology, Study Elsewhere, Study Abroad, Co-op and the School of Continuing Studies programs are NOT eligible for Work Study positions.
- (2) Students do not need to be OSAP eligible to apply for Work Study.
- (3) A student may be hired for only one Work-Study position.
- (4) Non Degree students are NOT eligible for Work Study positions.

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3. Teaching & Learning

[UTM Academic Handbook](#): A resource for instructors covering all aspects of course delivery, including regulations and guidelines for dealing with issues ranging from term tests to academic integrity.

[Academic Integrity Kit](#): A handbook for instructors for preventing academic offences, responding to potential academic offences, resources for students, and more.

[Curriculum Handbook](#): The purpose of this document is to aid in the Annual Undergraduate Curriculum Cycle at UTM by providing an overview of the processes and procedures involved and information about the undergraduate curriculum review and governance consideration.

[UTM Guidelines for the Evaluation of Teaching](#): Guidelines that will help you as you put together your teaching dossier for your probationary review and for your tenure or continuing status review. Please keep these in mind as you put together your teaching dossier.

[Teaching & Learning Collaboration](#) (TLC): The Teaching and Learning Collaboration (TLC) at UTM aims to build a community centered on a shared interest in teaching and learning. Please sign up to the listserv to hear about the opportunities to join a workshop, participate in a reading group or community of practice, or attend one of the many other offerings we host throughout the year.

- Includes the [2018-19 Teaching & Learning Collaboration Handbook](#)

[Robert Gillespie Academic Skills Centre](#) (RGASC): The RGASC works collaboratively with faculty to help them create the best possible environments for learning in their classes, labs and tutorials. The RGASC

also has experts who will be able to help you as you develop your teaching philosophy as you are building your teaching dossier.

[Centre for Teaching Support and Innovation](#) (CTSI): CTSI is a hub for teaching and learning at U of T's St. George campus and they will support faculty with your teaching needs and they will help evaluate your teaching dossier as you move forward towards your review and tenure or continuing status.

- [Peer-to-Peer \(P2P\) Mentoring](#): The P2P mentoring program pairs up colleagues for a structured teaching partnership. Several UTM faculty have participated and have recommended the program to others.

[Green Courses](#): Contribute to UTM's sustainable identity and certify your course as a Green Course by adopting sustainable practices such as using double-sided printing, online assignment submissions, etc.

[Teaching and Learning Grants](#): Pedagogical research grant opportunities available to UTM faculty.

[U of T CV Format](#): A standard CV format suggested for U of T faculty. Some departments suggest that you use this and others have their own style of CV.

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4. Communication

We encourage you to sign up to the below listservs and alert systems as they are important to keeping you aware of UTM events, workshops, seminars, and more.

- [Erindale – General Communications Listserv](#): General UTM updates and events. Simply type Subscribe on the subject line and you will be added to the distribution list.
- [All Faculty Listserv](#): – Information of interest to all faculty at UTM. Simply type Subscribe on the subject line and you will be added to the distribution list.
- [University of Toronto Alert System](#): Register for alerts to quickly receive important messages via telephone, email and text. Alert complements other University communications channels, such as websites and social media.
- [Research Alerts](#): Information regarding upcoming research funding and awards applications and their deadlines for the University of Toronto community.

[Media Room – Resources for Faculty](#): Information to guide your efforts as you work with the media to share your research or teaching experiences.

[U of T Experts - Blue Book](#): Allows you to search for experts across all three campuses. Also provides information such as Media Tips, Writing an Effective Opinion Piece, TV Interview Tips and Tips for Difficult Interviews. If you wish you can sign up to be added to the Blue Book.

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5. Professional Development

[National Center for Faculty Development & Diversity](#) (NCFDD): The National Center for Faculty Development & Diversity is an independent professional development, training, and mentoring community for faculty members, postdocs, and graduate students.

- [The Faculty Success Program](#) is for tenure-track and tenured faculty who are looking for the perfect combination of empirically-tested methods to improve research productivity through intense accountability, coaching, and peer support and to propel their work-life balance and personal growth to a whole new level.

[University of Toronto Faculty Associate \(UTFA\) Workshops](#): UTFA is the official representative of faculty and librarians on employment matters and they hold workshops to help you through the tenure and continuing status process. Please keep an eye out for their workshops.

[U of T CV Format](#): A standard CV format suggested for U of T faculty. Some departments suggest that you use this and others have their own style of CV.

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6. Families/Partners/Spouses

[The Family Care Office](#): Provides confidential guidance, resources, referrals, educational programming and advocacy for the University of Toronto community and their families.

- [Childcare resources](#)
- [Eldercare resources](#)

[U of T Spouse/Partner Employment](#): If your partner will be searching for employment when you relocate to the Toronto area, learn about the resources available to assist in securing employment.

- [Dual Career Connection](#): provides employment coaching and resources to assist dual career spouses/partners in their search for employment in the Greater Toronto area.

[Pets](#): Information regarding bringing pets through Canadian customs, as well as contact information for veterinarian referrals.

[Setting Up Your Household](#): Information on banking, car and home insurance, utilities, and more.

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7. Wellness

[Accommodation](#): Guidelines for accessibility accommodation in the workplace.

[Arts and Culture](#): Information about arts and cultural events and spaces at UTM.

[Athletics and Recreation](#): The Department of Recreation, Athletics, & Wellness (RAWC) offers numerous intramural sports, drop-in activities, a state-of-the-art fitness centre, and much, much more.

[BikeShare](#): Provides free, 48-hour bicycle rentals. BikeShare also performs educational repairs, where we teach you how to perform the repairs your bike needs.

[Connections and Conversations](#): An affinity group for racialized U of T faculty and staff and their supporters. The staff-driven initiative offers discussions and a support network for racialized staff to flourish at U of T.

[Employee & Family Assistance Program](#): Offers counselling, coaching, information, and support for all types of issues relating to mental health, health management, and achieving greater personal and workplace well-being - available 24 hours per day, 365 days a year at locations both near your home or work.

[GTA Resources](#): Discover the diverse communities across the Greater Toronto area (GTA), Mississauga, and Scarborough and get familiarized with local weather and culture.

[Indigenous Centre](#): The Indigenous Centre at UTM works to support Indigenous students, staff, and faculty at UTM as well as inspire future Indigenous students to a welcoming and inclusive UTM community.

- [Centre for Indigenous Studies](#): At the St. George campus, the Centre offers among other programs [Ciimaan/Kahuwe'yá/Qajaq](#) an Indigenous language initiative that supports the University of Toronto community in the study and everyday use of Indigenous languages.

[Mindful Moments](#): Weekly mindfulness meditation available to all members of the UTM community.

[Wellness Routes](#): Wellness Routes is a program aimed to engage students, staff and faculty in activities that promote well-being and resiliency. By walking through campus and the surrounding areas, participants will learn the impact of physical health on mental health and wellbeing.

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8. Other

[Work Study Program](#): Organized through the UTM Career Centre, this link will provide you with information on how to request work-study positions.

[Research Opportunity Program \(ROP\)](#): Opportunity to have an undergraduate student as a researcher for 0.5 or 1.0 credits. [International exchange student ROP](#) opportunities exist as well.

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