FACULTY ADVERTISING and FOREIGN HIRES
Lunch & Learn on Faculty Advertising and Foreign Hires (the LMIA Process)

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Brief Overview

1. Regular Faculty Positions
2. Advertising Process
   • Forms
   • Approval & Distribution
3. Posting your Advertisements
4. LMIA Process
5. Summary of the Process
6. New Updates
Regular Faculty Positions

1. Which Policy or Policies talk about advertising for a faculty position?
   
a. Policy 3
b. Policy 29
c. Policy 75
d. **Policy 76 😊**
e. Policy 77
f. All of the above
g. None of the above

Answer on Slide 8
2. Which Policy or Policies talk about advertising specifically for non-Canadian faculty hires?

a. Policy 3  
b. Policy 29  
c. Policy 75  
d. Policy 76 😊  
e. Policy 77  
f. All of the above  
g. None of the above

Answer on Slide 8
Regular Faculty Positions

3. According to Policy, which faculty positions must be advertised to meet UW requirements in order to hire?

a. Professor, Associate Professor, Assistant Professor
b. Definite term regular appointment less than 2 years
c. Definite term regular appointment 2 years and over
d. Research appointments
e. All of the above
f. a and b
g. a and c 😊

Answer on Slide 8
Regular Faculty Positions

4. Which faculty positions must be advertised in order to hire a non-Canadian?

a. Professor, Associate Professor, Assistant Professor
b. Definite term regular appointment less than 2 years
c. Definite term regular appointment 2 years and over
d. Research appointments
e. All of the above 😊
f. a and b
g. a and c

Answer on Slide 8
Regular Faculty Positions

Faculty positions that must be advertised according to Policy 76, (Item 5) include:

- Full Professor
- Associate Professor
- Assistant Professor
- DT Lecturer (*duration of two years or more*)

**Note:** For any other positions (research, visitors, postdocs, etc.) it is strongly advised that you talk to Fran Hannigan.

If there is a possibility you could hire a foreign worker, the position always needs to be advertised. This is UWs best practice recommendation.
Advertising Process - Forms

5. Which documents will you use when you are ready to advertise for an available faculty position?

a. Mission Critical/Faculty Identification form
b. Authorization to Advertise form
c. Checklist for UARC File Submission
d. Advertising checklist
e. All of the above
f. a, b and c

Answer on slide 11 & 12
Advertising Process - Forms

6. Which documents will be used to inform the Labour Market Impact Assessment application for a non-Canadian faculty hire?

a. Mission Critical/Faculty Identification form
b. Authorization to Advertise form
c. Checklist for UARC File Submission
d. Advertising checklist
e. All of the above
f. a, b and c
g. a, b and d 😊

Answer on slide 11 & 12
Advertising Process - Forms

The two forms used in the advertising process are:

- Faculty Identification/Mission Critical Form (attached)
- Authorization to Advertise (attached) which includes the ad that will be posted in the CAUT on-line bulletin

These approved forms are valid for one year

Reference document used for best practice:
- Advertising Checklist (attached)

These same forms are used for the LMIA application also.

Please use the current forms which are posted on the Provost’s web site: [https://uwaterloo.ca/provost/forms](https://uwaterloo.ca/provost/forms)

Note: FORMS MUST HAVE PROPER SIGNATURES (CHAIR AND DEAN) OR THEY WILL BE RETURNED
Advertising Process - Forms

Authorization to Advertise includes the ad to be posted to CAUT, AUCC, Job Bank and any other area. In the ad itself, there are specific requirements that must be met for UW policy and for the LMIA process:

• Exact number of positions and specific rank as requested on the Faculty ID/Mission Critical form
• Salary range as appropriate to meet the Rank requested
• Expected start date as requested
• Qualifications for the position requested
• Equity/Accessibility statement
7. When filling out the Faculty ID/Mission Critical form at the **department level**, what information is required?

a. Department, Faculty and Anticipated Start Date  
b. For replacement positions: the terminating faculty member’s name and end date  
c. For new positions: the funding source  
d. Approval (signature) from the Chair  
e. The mission critical unique ID number  
f. All of the above  
g. a, b and d 😊

Answer on slide 15
8. When filling out the Faculty ID/Mission Critical form at the department level and faculty level, what information is required for the LMIA application?

a. Department, Faculty and Anticipated Start Date
b. For replacement positions: the terminating faculty member’s name and end date
c. For new positions: the funding source
d. Justification for position
e. The mission critical unique ID number
f. All of the above
g. a, b and d 😊

Answer on slide 16
Faculty ID/Mission Critical Form

Department Information
- Candidate: leave this blank until position is filled
- Department/School and Faculty
- Anticipated Start Date
- Replacements: Who is leaving and termination date
- Chair’s signature

Faculty Information (EO/FFO)
- Funding Source: Who is paying for this position
- Justification: Why do you need this position
- Dean’s signature
Faculty ID/Mission Critical Form and the UARC Memo

Information Required for the LMIA application:

Faculty ID/Mission Critical Form
Department Information
• Department/School and Faculty
• Anticipated Start Date
• Replacements: Who is leaving and termination date

Faculty Information (EO/FFO)
• Justification: Why do you need this position

UARC Recommendation
• UARC Chair signed memo recommending the hire
Authorization to Advertise Form

9. When filling out the Authorization to Advertise form at the department level, what information is required?

a. Rank and salary range
b. Qualifications and duties of the position
c. Anticipated start date
d. Closing date for receipt of applications
e. Equity statements and link to FAUW (3 reasons …)
f. All of the above 😊
g. a, b, c and e

Answer on slide 20
10. When filling out the Authorization to Advertise form at the **department level**, what information is required for the LMIA?

a. Rank and salary range  
b. Qualifications and duties of the position  
c. Anticipated start date  
d. Closing date for receipt of applications  
e. Equity statements and link to FAUW (3 reasons …)  
f. All of the above 😊  
g. a, b, c and e

Answer on slide 20
Authorization to Advertise Form

11. What dates are critical to the Labour Market Impact Assessment (LMIA) application for a non-Canadian hire?

a) Authorization to Advertise approval date
b) Closing date for receipt of applications
c) Anticipated advertised start date of position
d) Date advertisement was first posted
e) b and c
f) a and d

g) c and d 😊

Answer on slide 21
Authorization to Advertise Form

What to include in your ad:

- Department/School and Faculty
- Title of position (Rank) and Salary range (New)
- Qualifications required
- Nature of duties
- Where and how applications are to be sent: *name and address of person and/or web site URL*
- Effective or anticipated start date of appointment
- Closing date for receipt of applications (UARC looks for a specific date so all candidates have the same parameters)
Authorization to Advertise Form

Information in the Authorization to Advertise form in relation to the LMIA requirements:

• Start date of the position: must be within a year or the term of advertising (i.e. ad posted Feb. 2017 with start date of Jan. 1, 2018 – latest start date can be April 2018)
• Qualifications required: must specify research/teaching area
• Closing date for receipt of applications: relevant only for foreign applicants – Cdn/CPR applicants who apply after closing date may be required to be reviewed as requested for LMIA process
• Title of position: must be specific as requested in the Authorization to Advertise form
• Salary range: must match specified rank as per FAUW MOA
Authorization to Advertise Form

Your ad must include UW's employment equity and accessibility statement and the “3 reasons to apply” link to the FAUW web site:

1. The University of Waterloo respects, appreciates and encourages diversity and is committed to accessibility for persons with disabilities. We welcome applications from all qualified individuals including women, members of visible minorities, Indigenous/Aboriginal peoples and persons with disabilities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority in the recruitment process.


3. Be sure to test all links and make sure they work.
Authorization to Advertise Form

NOTES (revisions to ads):
• The Provost’s Office does not have the authority to make any changes to these ads. Please proofread; check your spelling and grammar
• The Dean’s Office and/or the Department is responsible for all revisions
• Minor revisions, e.g. spelling and grammar do not need re-approval; only re-submission
• Major revisions, e.g. qualifications, rank, research area, duties, etc. need to be re-approved and re-submitted
Advertising Checklist Form

Where to post your ad (Best Practice):

• CAUT (30 days)
• AUCC (30 days)
• Job Bank (90 days is default for the TFWP)
• UW Faculty web site
• UW Department web site
• Canadian and International journals
• Other Canadian universities
• “Women In” web sites
• AboriginalLink and/or other underrepresented areas
12. Who keeps the original mission critical and authorization to advertise forms while advertising is taking place?

a. Original forms stay in the Provost Office
b. Original forms stay in the Deans Office
c. Original forms stay in the Department 😊
d. Original forms are sent to Human Resources
e. Original forms are sent to Finance
f. All of the above

Answer on slide 26
Approval & Distribution Process

Approvals:
Department/Faculty/University
• Chair, Dean and Provost signatures are required on both forms:

Distribution:
Faculty Identification/Mission Critical Form
• original is sent to Dean’s Office (will contain unique ID #), and then returned to the Department
• copies are kept in the Office of the Provost and the Dean’s Office
Authorization to Advertise Form (CAUT Bulletin)
• original is sent back to Dean’s Office and then returned to the Dept
• Copies are kept in the Office of the Provost and the Dean’s Office
Posting Your Ad

• Ads will be sent to CAUT the Friday following approval for posting on Monday (holidays included)
• CAUT receives the ad and sends a copy for proofing; this email has the dates; cost of ad; etc.
• The Provost Office forwards this confirmation to the Dean’s Office to verify when the ad will be posted
• When the ad is posted, departments should log on to the CAUT website:  http://www.caut.ca/ and enter University of Waterloo into the career search box and print the ad with [url and date](ESDC requirements and UARC file)
13. According to Policy, UARC and best practice, where must your ad be posted?

a. CAUT/AUCC (University Affairs)/Job Bank - (for 30 days)
b. UW Department and Faculty web sites
c. Sites for underrepresented groups (Women)
d. Relevant national/international professional journals
e. Appropriate contacts at other Canadian universities
f. All of the above 😊
g. a and b only

Answer on slide 30
Posting Your Ad for a possible non-Canadian hire

14. Where must your ad be posted if there is potential for a non-Canadian hire?

a. CAUT/AUCC (University Affairs)/Job Bank - (for 30 days)
b. UW Department and Faculty web sites
c. Sites for underrepresented groups (Women)
d. Relevant national/international professional journals
e. Appropriate contacts at other Canadian universities
f. All of the above 😊
g. a and b only

Answer on slide 31
Advertising in Other Locations

• According to Policy 76, all regular faculty positions must be advertised in AUCC and/or CAUT
• UARC requires departments to advertise broadly in Canadian and International publications and to underrepresented groups especially women’s sites
• UW Faculty web site which links to the Human Resources Faculty Position Postings. Consult with your Dean’s Assistant
• Arrangements and costs are the responsibility of the department/faculty
Posting Your Ad for a Possible non-Canadian Hire

- ESDC has also defined areas for posting if there is a chance a foreign national could be hired
  - AUCC for 30 days
  - CAUT for 30 days
  - Job Bank for a minimum of 30 days (default for foreign hires (TFWP) is 90 days)
  - Sites for underrepresented groups (Aboriginals, Visible Minorities, Persons with Disabilities, Women)
- Please refer to the Advertising Checklist
- Note: Canadian ads must concur with Foreign ads
Re-advertising with CAUT

• To re-advertise with CAUT, *after the initial 30 day posting*, go to the CAUT web site: [www.caut.ca](http://www.caut.ca) and enter your information in the “post a job” area. A valid P-card is required.

• If you require assistance setting up the account, contact Rosa Laboccetta - [ads@caut.ca](mailto:ads@caut.ca)

• You will be required to do this on your own at your department’s expense. For current rates visit: [http://www.cautbulletin.ca/files/OnlineRatecard2013.pdf](http://www.cautbulletin.ca/files/OnlineRatecard2013.pdf).

• 30 days for $400; 60 days for $575
Advertising – Professorial vs. High Wage

Professorial & High Wage Advertising minimum requirements:
• 30 day advertising period
• 3 Canadian National venues
• Job Match through Job Bank with ranking of 4 stars or higher must be interviewed – candidates can be Cdn/CPR or foreign
• Foreign ad must run concurrently with at least one Cdn ad
• Any Cdn/CPR applicant must be reviewed even if they applied after the closing date

High Wage Advertising additional requirement:
• At least one Canadian ad must remain live throughout period of LMIA process until LMIA is determined
15. What documents are required for the LMIA application package after an offer has been made?

a. UARC file
b. Signed back offer letter
c. UARC approval memo
d. Job ads or invoices with proof of first and last day of posting

e. All of the above 😊
f. a and b only

Answer on slide 35
Once an offer is made:

- Entire UARC file is required as any part of the file can be requested for by ESDC as back-up for why a non-Canadian candidate has been offered the position
- UARC is the University’s regulatory body that reviews all appointments to meet Policy 76 requirements
- All ads must be posted for a minimum of 30 days, proof of this must be provided if there is no paid invoice showing length of advertising

Once the candidate signs back accepting the offer:

- Signed acceptance of the offer letter must be included with the LMIA package for submission
# UARC vs. LMIA Requirements

<table>
<thead>
<tr>
<th>UARC</th>
<th>LMIA</th>
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</thead>
<tbody>
<tr>
<td>60 days recommended advertising; 30 days per UARC policy</td>
<td>30 days minimum advertised posting</td>
</tr>
<tr>
<td>Special efforts to recruit under-represented gender</td>
<td>Special efforts to recruit under-represented groups</td>
</tr>
<tr>
<td>Closing date for receipt of applications</td>
<td>Closing date irrelevant as all Cdn/CPR applicants must be reviewed</td>
</tr>
<tr>
<td>Advertising required only for appts. of 2 years or greater</td>
<td>Advertising required for any position regardless of appt. period</td>
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</tbody>
</table>
Job Match

Job Match is a tool within Job Bank that matches any applicant profiles to the advertising.

Things to know:
• Mandatory requirement for any Job Bank ad to use Job Match.
• Any Professorial or High Wage positions that are advertised through Job Bank will be matched to any applicant profiles through Job Match.
• Additional mandatory requirement to the LMIA process requires any matched applicant profiles to the advertisement of 4 stars or higher must be reviewed/interviewed. The applicant profile can be a Cdn/CPR or foreign national.
Summary of the Process

1. The Department initiates a Mission Critical form and an Authorization to Advertise form

2. The two forms are approved by the Chair, the Dean and the Provost

3. The ad is posted for minimum 30 days; advertising costs in other publications and any display ads are the responsibility of the Department/Faculty
Summary of Immigration Compliance Requirements

1. Advertising for the position must be done before an offer can be made to a foreign national. Any advertising made after the fact, will mean a denial of the LMIA.

2. Policy 76 and UARC require a rank for the ads; the LMIA requires it too. Open rank ads risk LMIA denial as a Cdn/CPR candidate can be offered the position at a different rank than that of the foreign national.

3. An LMIA is required for all new positions, extensions, reappointments, renewals, et al, until PR status has been confirmed.
Updates to Advertising for Faculty

1. Advertising for CRC T1 or T2 positions must be posted on the Office of Research web site (Sarah Lau)

2. CRC T1/T2 ads must contain a Faculty/Department contact who can talk about the hiring process and the CRC process (see new templates)

3. The start date for a foreign hire must be within one year of the date the ad was initially posted

4. Job Match requires interviewing all qualified candidates

5. Guidelines for advertising for “high skilled” professorial positions versus all other high skilled positions (handout)
Important Websites

• Policy 76: Faculty Appointments (5. Hiring Procedures for Regular Faculty Members)
  http://www.adm.uwaterloo.ca/infosec/Policies/policy76.htm

• CAUT (Canadian Association of University Teachers)
  Rosa Laboccetta: ads@caut.ca; (613) 820-2270 x196
  http://www.caut.ca

• Provost’s Web Site (Forms, Lunch and Learn)
  https://uwaterloo.ca/provost/home

• Legal and Immigration Services Office (Fran Hannigan)
  https://uwaterloo.ca/legal-and-immigration-services/
2017/2018 Lunch and Learn Sessions

October 13, 2017    Department/Faculty Budget Planning
November 16, 2017   UARC Process
February 1, 2018    Faculty Advertising and Foreign Hires
March 1, 2018       Tenure and Promotion
March 22, 2018      Records Retention
April 5, 2018       Postdoctoral Fellow Appointments
April 19, 2018      Privacy Protection
May 3, 2018         Faculty Sabbaticals and Other Leaves
May 31, 2018        Faculty Appointments

Thank you for joining us today!
# Faculty Advertising – Quiz (1 – 5)

<table>
<thead>
<tr>
<th></th>
<th>1. Which Policy or Policies talk about advertising for a faculty position?</th>
<th>2. Which Policy or Policies talk about advertising specifically for non-Canadian faculty hires?</th>
<th>3. According to Policy, which faculty positions must be advertised to meet UW requirements in order to hire?</th>
<th>4. Which faculty positions must be advertised in order to hire a non-Canadian?</th>
<th>5. Which documents will you use when you are ready to advertise for an available faculty position?</th>
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<td>a.</td>
<td>Policy 3</td>
<td>a.</td>
<td>Professor, Associate Professor, Assistant Professor</td>
<td>a. Mission Critical/Faculty Identification form</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Policy 29</td>
<td>b.</td>
<td>Definite term regular appointment less than 2 years</td>
<td>b. Authorization to Advertise form</td>
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<tr>
<td>c.</td>
<td>Policy 75</td>
<td>c.</td>
<td>Definite term regular appointment 2 years and over</td>
<td>c. Checklist for UARC file submission</td>
<td></td>
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<tr>
<td>d.</td>
<td>Policy 76</td>
<td>d.</td>
<td>Research appointments</td>
<td>d. Advertising checklist</td>
<td></td>
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<tr>
<td>e.</td>
<td>Policy 77</td>
<td>e.</td>
<td>All of the above</td>
<td>e. a, b and c</td>
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<tr>
<td>f.</td>
<td>All of the above</td>
<td>f.</td>
<td>a and b</td>
<td>f. a, b and d</td>
<td></td>
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<tr>
<td>g.</td>
<td>c, d and e</td>
<td>g.</td>
<td>a and c</td>
<td>g. a and c</td>
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<td>Question</td>
<td>6. Which documents will be used to inform the Labour Market Impact Assessment application for a non-Canadian faculty hire?</td>
<td>7. When filling out the Faculty ID/Mission Critical form at the department level, what information is required?</td>
<td>8. When filling out the Faculty ID/Mission Critical form at the department level, what information is required for the LMIA application?</td>
<td>9. When filling out the Authorization to Advertise form at the department level, what information is required in the ad?</td>
<td>10. When filling out the Authorization to Advertise form at the department level, what information is required for the LMIA?</td>
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</tr>
<tr>
<td>a.</td>
<td>Mission Critical/Faculty Identification form</td>
<td>Department, Faculty and Anticipated Start Date</td>
<td>Department, Faculty and Anticipated Start Date</td>
<td>Rank and salary range</td>
<td>Rank and salary range</td>
</tr>
<tr>
<td>b.</td>
<td>Authorization to Advertise form</td>
<td>Replacement positions: the terminating faculty member’s name and end date</td>
<td>Replacement positions: the terminating faculty member’s name and end date</td>
<td>Qualifications and duties of the position</td>
<td>Qualifications and duties of the position</td>
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<td>c.</td>
<td>Checklist for UARC file submission</td>
<td>New positions: the funding source</td>
<td>New positions: the funding source</td>
<td>Anticipated start date</td>
<td>Anticipated start date</td>
</tr>
<tr>
<td>d.</td>
<td>Advertising checklist</td>
<td>Approval (signature) from the Chair</td>
<td>Approval (signature) from the UARC Chair</td>
<td>Closing date for receipt of applications</td>
<td>Closing date for receipt of applications</td>
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<tr>
<td>e.</td>
<td>All of the above</td>
<td>The mission critical unique ID number</td>
<td>The mission critical unique ID number</td>
<td>Equity statements and link to FAUW (3 reasons …)</td>
<td>Equity statements and link to FAUW (3 reasons …)</td>
</tr>
<tr>
<td>f.</td>
<td>a, b and c</td>
<td>All of the above</td>
<td>All of the above</td>
<td>a, b, c, and e</td>
<td>a, b, c, and e</td>
</tr>
<tr>
<td>g.</td>
<td>a, b and d</td>
<td>All of the above</td>
<td>All of the above</td>
<td>All of the above</td>
<td>All of the above</td>
</tr>
</tbody>
</table>
### Faculty Advertising – Quiz (11 – 15)

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
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</table>
| 11. What dates are critical to the Labour Market Impact Assessment (LMIA) application for a non-Canadian hire? | a. Authorization to Advertise approval date  
  b. Closing date for receipt of applications  
  c. Anticipated advertised start date of position  
  d. Date advertisement first posted  
  e. b and c  
  f. a and d  
  g. c and d |
| 12. Who keeps the original mission critical and authorization to advertise forms while advertising is taking place? | a. Original forms stay in the Provost Office  
  b. Original forms stay in the Deans Office  
  c. Original forms stay in the Department  
  d. Original forms are sent to Human Resources  
  e. Original forms are sent to Finance  
  f. All of the above |
| 13. According to Policy, UARC, and best practice, where must your ad be posted? | a. CAUT and/or AUCC (30 days)  
  b. UW web sites  
  c. Sites for underrepresented groups (Women)  
  d. Relevant national / international professional journals  
  e. Appropriate contacts at other Canadian universities  
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  g. a and b only |
| 14. Where must your ad be posted if there is potential for a non-Canadian hire? | a. CAUT and AUCC (30 days)  
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  f. All of the above  
  g. a and b only |
| 15. What documents are required for the LMIA application package? | a. UARC file  
  b. Signed back offer letter  
  c. UARC approval memo  
  d. Job ads with proof of first and last day of posting  
  e. All of the above  
  f. a and b only |