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.

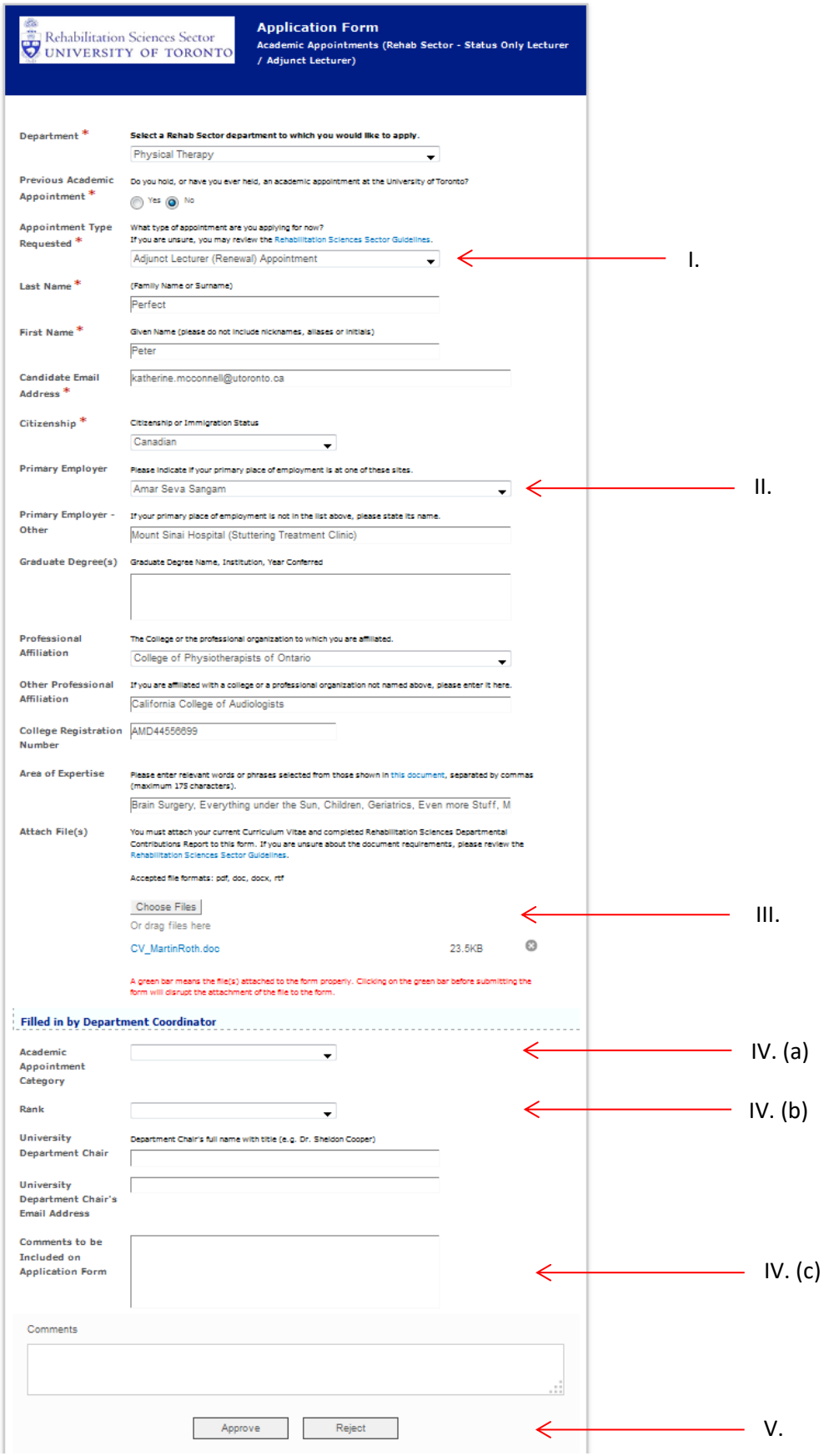
Step 2:

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.



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.

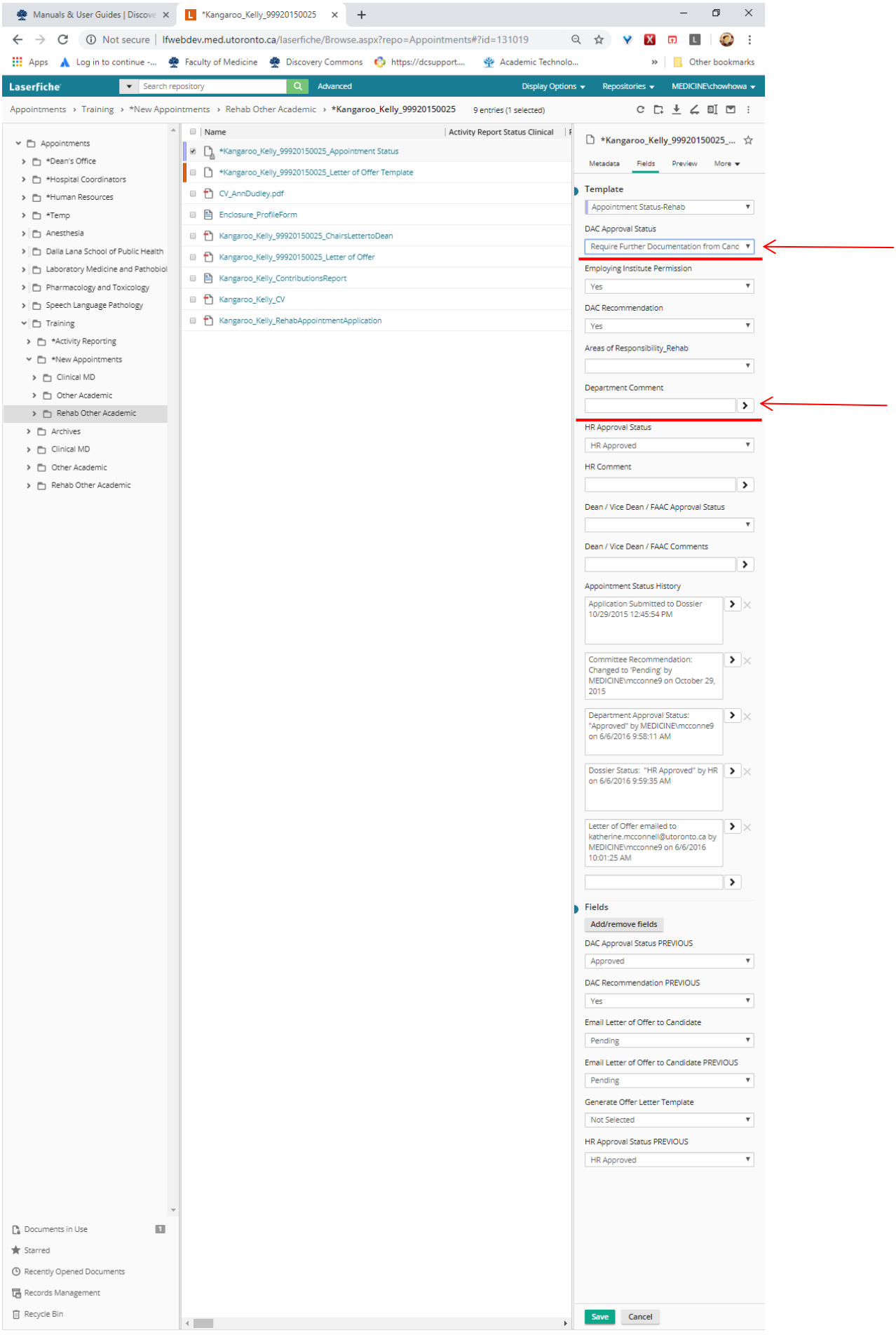
IV. Complete section "Filled in by Department Coordinator"
   a. Academic Appointment Category must be accurate and the same as the one listed earlier in the form
   b. Rank:
      Lecturer = Status-only
      Not Applicable – Title Only = Adjunct
   c. The comment section is not required but could be 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 there application was incomplete and direct them to contact the Department Coordinator if they are still interested in obtaining an academic appointment.


Manuals & User Guides | Discove
*Kangaroo_Kelly_99920150025
lfwebdev.med.utoronto.ca/laserfiche/Browse.aspx?repo=Appointments#?id=131019
Laserfiche
Search repository
Advanced
Display Options
Repositories
MEDICINE\chowhowa
Appointments › Training › *New Appointments › Rehab Other Academic › *Kangaroo_Kelly_99920150025
9 entries (1 selected)
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
Metadata
Fields
Preview
More
Template
Appointment Status-Rehab
DAC Approval Status
Require Further Documentation from Cand
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\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 on 6/6/2016 9:59:35 AM
Letter of Offer emailed to katherine.mcconnell@utoronto.ca by MEDICINE\mcconne9 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
Documents in Use
Starred
Recently Opened Documents
Records Management
Recycle Bin

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:

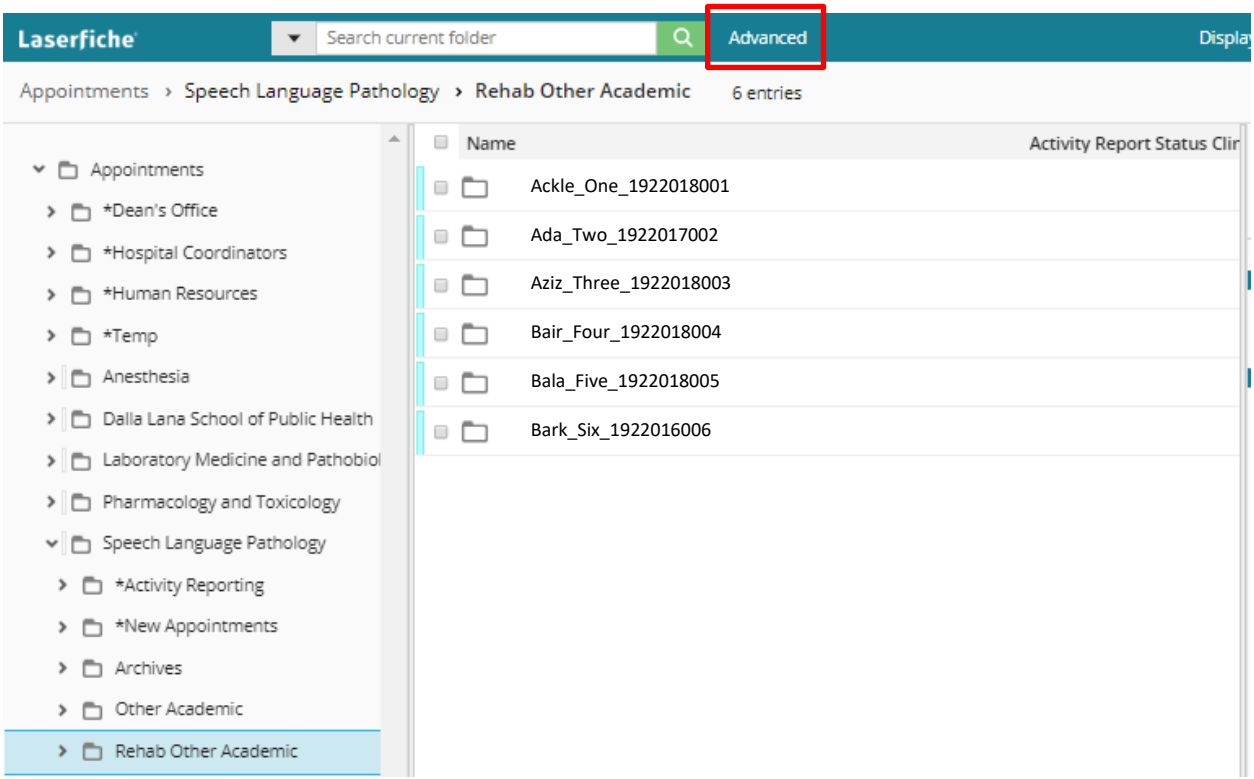
Select the Department you want to report from.

Step 2:

Select the subfolder 'Rehab Other Appointments'

Step 3:

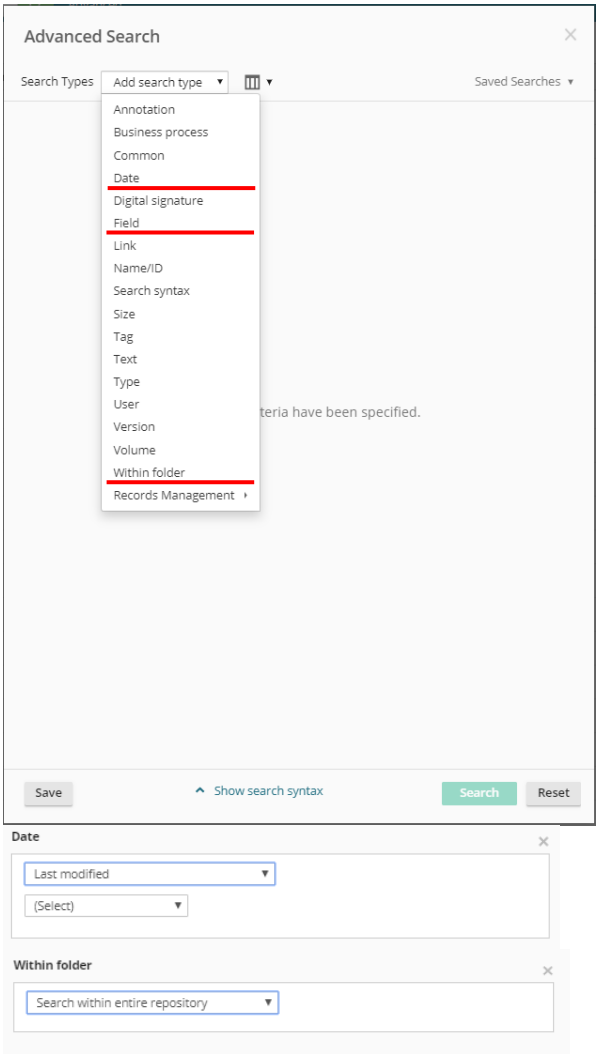
Click on "Advanced" beside the search field. Setup the search criteria, dependent on the type of academic appointment being searched:

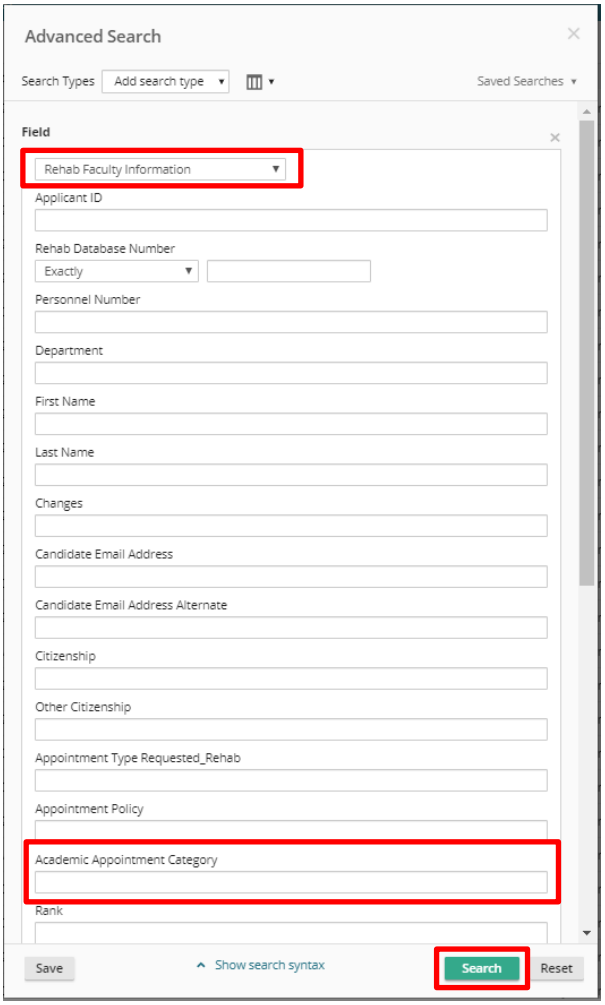


Step 4:

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.

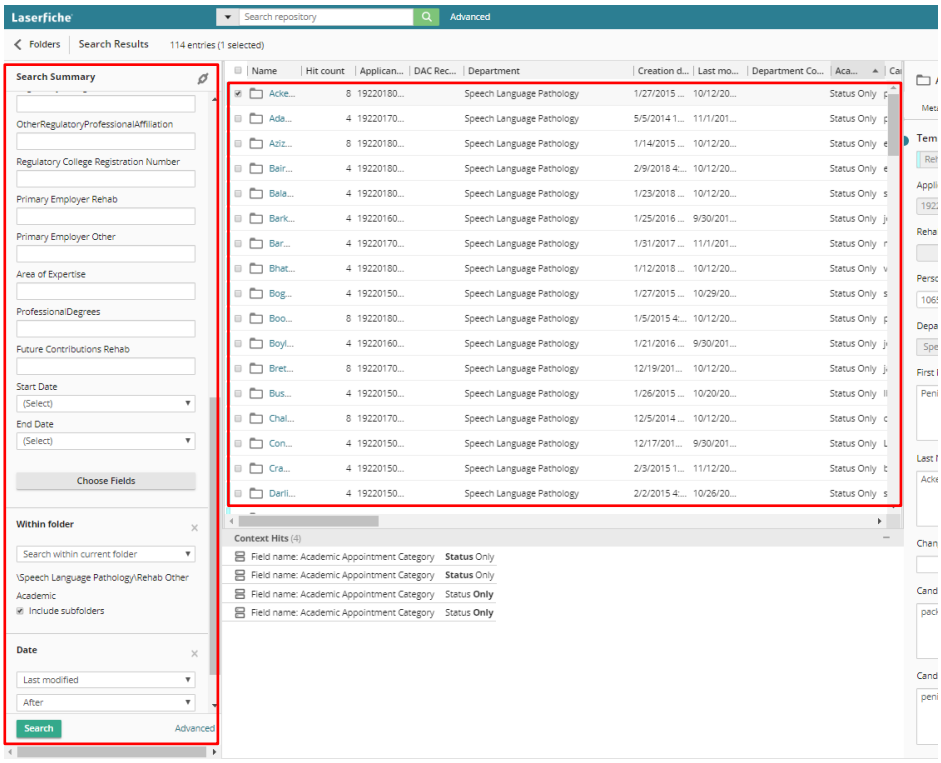
Then click ‘Search’ at the bottom of the Advanced Search window.





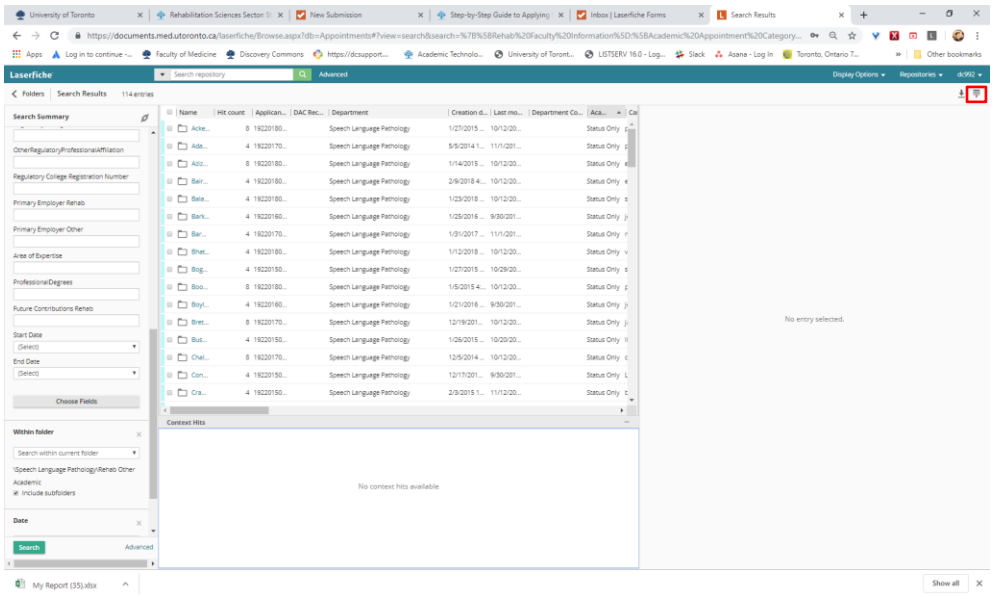
Step 5:

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

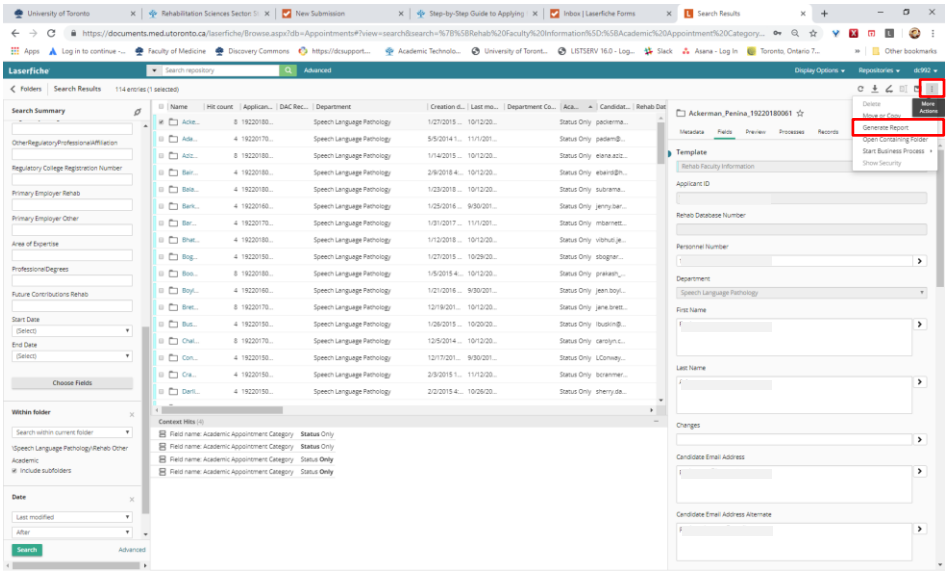


Step 6:

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

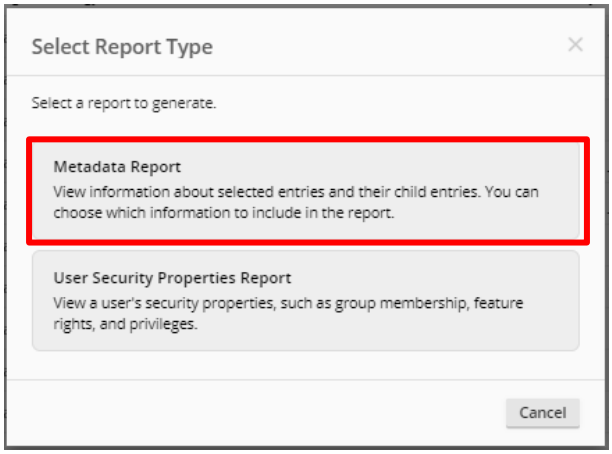


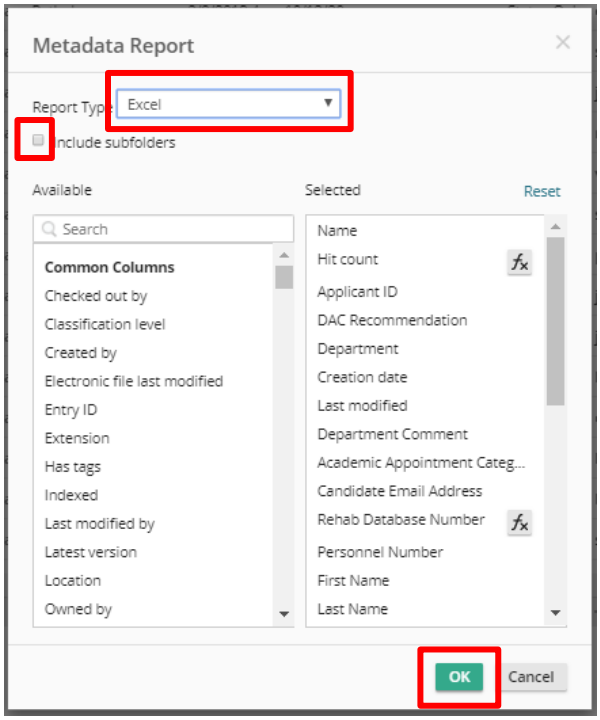
Note: If any folder is checked, the three vertical dots will be displayed under user login. Move your mouse over it to access the Generate Report option.



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.