**Process for Review and Approval of Faculty Job Ads**

1. Adhering to the departmental consultation processes required by Article 4 of the RFA collective agreement, the Department Hiring Committee drafts the ad using the template below and sends it to facultyads@ryerson.ca for initial review and feedback.
2. Upon receipt of the draft ad, a review is undertaken by Human Resources and, where appropriate, by the Aboriginal HR consultant and/or the Office of Vice-President, Equity and Community Inclusion.
3. Collective feedback is sent to the DHC Chair from facultyads@ryerson.ca.
4. The DHC updates the ad with the recommendations and sends the updated version to facultyads@ryerson.ca.
5. HR reviews the revised version of the ad from the DHC and shares with the Dean for approval.
6. Upon receipt of decanal approval, HR submits the ad to the Office of Vice-Provost, Faculty Affairs (OVPFA) for final approval. The OVPFA may request further revisions to the ad which will be communicated in the approval of the ad.
7. Once the ad is approved by the OVPFA, HR shares a PDF version of the approved ad with the DHC and the respective Dean’s Office. HR also coordinates the postings on the required websites (CAUT, UA and Ryerson’s website), with respective DHCs and Dean’s Offices.

**RFA Tenure-Stream Job Posting Template**

*Note: The language and order of content presented below is intended to serve as a guide and certain sections can be modified by DHCs as they see appropriate, provided that there are no compliance issues with the RFA collective agreement, university policies and the prevailing legislation. The highlighted text must be maintained as is and cannot be changed. If your ad has an equity or Indigenous focus it will be reviewed by OVPECI and/or the Aboriginal HR consultant.*

*[Not included in the ad]*

|  |  |
| --- | --- |
| **School/Department** |  |
| **Position Rank** |  |
| **Position Number** |  |
| **If LTF, duration of appointment (years)** |  |

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Located in downtown Toronto, Ryerson University is a distinctly urban, culturally diverse teaching and research institution offering more than 100 undergraduate and graduate programs, distinguished by a strong commitment to excellence in teaching, research and creative activities, to over 45,000 students. Ryerson is known for its culture of entrepreneurship and innovation and is recognized as a city builder, as it continues its growth through award-winning architecture and expansion of its campus.

**The Opportunity:**

The Department/School of [DEPT/SCHOOL NAME] in the Faculty of [FACULTY] at Ryerson University ([www.ryerson.ca](http://www.ryerson.ca/)) is pleased to invite applications for a full-time tenure-track position at the [RANK] in areas of [FOCUS/SPECIALIZATION]. The appointment shall be effective [START DATE], subject to budgetary approval.

The Department/School of [DEPT/SCHOOL] consists of [XX] tenure-stream faculty members. The Department/School offers undergraduate and graduate (Master’s and Doctoral) programs. Our faculty prides itself on the excellence of its research and on the quality of its teaching. We are interested in candidates that will contribute to our existing research and teaching strengths by bringing innovative and diverse perspectives and experiences to the work.

**Responsibilities:**

The successful candidate will engage in a combination of teaching, research and service duties. The candidate will be expected to pursue innovative and independent research program [OR CREATIVE ACTIVITY] that is externally funded and produces cutting-edge, high quality research [OR CREATIVE ACTIVITY] in [FIELD].

The candidate will contribute to our undergraduate (BA) and graduate (MA/PhD) programs through teaching, mentoring and supervision of students to facilitate junior scholars and diversify the field. The candidate will engage in maintaining an inclusive, equitable, and collegial work environment across all activities.

**Qualifications:**

Candidates must hold an earned Ph.D. in [FIELD] or a closely related field by the appointment date.

**If the DHC wishes to consider candidates for Acting Assistant Professor:** Candidates who are all-but-dissertation (ABD) and are very close to completion in the field of [FIELD] may also be considered.

The successful candidate must present strong emerging scholarly research or creative projects or works that are active, innovative and impactful resulting in achievements such as peer reviewed publications, working papers, book chapters, public policy contributions, presentations at significant conferences, awards and accolades, strong endorsements/recommendations by referees of top international stature, studies, writings or creative productions disseminated by other suitable means and other noteworthy activities that contribute to the visibility and prominence of the discipline.

Evidence of excellence in teaching must be provided through a teaching dossier that outlines the teaching philosophy, teaching accomplishments, including experience with course/curriculum review/development, excellent pedagogical practice, sample syllabi and teaching evaluations. Evidence of strong communication skills and a demonstrated ability to supervise undergraduate and graduate students.

Candidates must have a demonstrated commitment to our values of Equity, Diversity, and Inclusion as it pertains to service, teaching, and scholarly research or creative activities, including a demonstrated ability to make learning accessible and inclusive for a diverse student population.

Demonstrated ability to contribute to the life of the School/Department and the University through collegial service.

[ANY RELEVANT PROFESSIONAL DESIGNATION OR MEMBERSHIP]

**Equity at Ryerson**

At the intersection of mind and action, Ryerson is on a transformative path to become Canada’s leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current [academic plan](https://www.ryerson.ca/content/dam/provost/PDFs/RU_Academic%20Plan_2014_ExecutiveSummary.pdf) outlines each as core values and we work to embed them in all that we do.

Ryerson University welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

As an employer, we are working towards a people first culture and are proud to have been selected as one of Canada’s Best Diversity Employers and a Greater Toronto’s Top Employer for 2015, 2016 and 2017. To learn more about our work environment, colleagues, leaders, students and innovative educational environment, visit www.ryerson.ca, check out @RyersonU, @RyersonHR and @RyersonEDI on Twitter, and visit our LinkedIn company page.

**How to Apply:**

Applicants must submit their application online via the [Faculty Recruitment Portal](https://hr.cf.ryerson.ca/ams/faculty/) (click on “Start Application Process” to begin) by [APPLICATION DEADLINE]

The application must contain a letter of application, a curriculum vitae, a statement of research interests, teaching dossier, results of teaching evaluations and names of three individuals who may be contacted for reference letters.

In order for the University to comply with the Government of Canada’s reporting requirements, candidates must indicate in their application if they are a Canadian citizen or permanent resident by including one of the following statements in reference to their status: *“I am a permanent resident or citizen of Canada”* OR *“I am not a permanent resident or citizen of Canada”*. Candidates are not required to specify their country of origin or citizenship in their application.

Applications and any confidential inquiries can be directed to the DHC Chair [NAME OF DHC CHAIR] at [E-MAIL ADDRESS OF DHC CHAIR].

Any inquiries regarding accessing the Faculty Recruitment Portal can be sent to [include HR Advisor name here] at [include email address here]. Aboriginal candidates who would like to learn more about working at Ryerson University are welcome to contact Ms. Tracey King, M.Ed., Aboriginal HR Consultant, Aboriginal Recruitment and Retention Initiative, at t26king@ryerson.ca.

This position falls under the jurisdiction of the Ryerson Faculty Association (RFA) and relevant information can be found as follows:

RFA Website: [www.rfanet.ca](http://www.rfanet.ca/).

RFA Collective Agreement: <https://www.ryerson.ca/content/dam/faculty-affairs/rfa-collective-agreement/RFA_CA_2015_to_2018.pdf>

RFA Benefits: <https://www.ryerson.ca/hr/employee-resources/rfa/full-time-LTF/benefits/>

**RFA LTF Job Posting Template**

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 *[Not included in the ad]*

|  |  |
| --- | --- |
| **School/Department** |  |
| **Position Rank** |  |
| **Position Number** |  |
| **If LTF, duration of appointment (years)** |  |

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**The Opportunity:**

The Department/School of [DEPT/SCHOOL NAME] in the Faculty of [FACULTY] at Ryerson University ([www.ryerson.ca](http://www.ryerson.ca/)) is pleased to invite applications for a [LENGTH OF APPOINTMENT] Limited Term Faculty (LTF) position at the rank of Assistant Professor in areas of [FOCUS/SPECIALIZATION]. The appointment shall be effective [START DATE], subject to budgetary approval.

The Department/School of [DEPT/SCHOOL] consists of [XX] tenure-stream faculty members. The Department/School offers undergraduate and graduate (Master’s and Doctoral) programs. Our faculty prides itself on the excellence of its research and on the quality of its teaching. We are interested in candidates that will contribute to our existing teaching strengths by bringing innovative and diverse perspectives and experiences to the work.

Limited Term Faculty appointments at Ryerson University may not exceed a combined total of four years. Applicants with prior Ryerson LTF appointments need to consider this limitation, as it may render them ineligible to apply.

**Responsibilities:**

The successful candidate will engage in a combination of teaching and service duties.

The candidate will contribute to our undergraduate (BA) and graduate (MA/PhD) programs through teaching, mentoring and supervision of students to facilitate junior scholars and diversify the field. The candidate will engage in maintaining an inclusive, equitable, and collegial work environment across all activities.

[INSERT ANY DETAILS ABOUT OPPORTUNITY FOR SRC ACTIVITY – KEEPING IN MIND THAT IF SRC IS STATED AS A REQUIRED DUTY, THE TEACHING LOAD WILL BE REDUCED TO BEING THE SAME AS THE DEPARTMENT/SCHOOL NORM/STANDARD]

**Qualifications:**

Candidates must hold an earned Ph.D. in [FIELD] or a closely related field by the appointment date.

[INSERT SRC QUALIFICATIONS HERE IF THE LTF IS EXPECTED TO DO SRC.]

Evidence of excellence in teaching must be provided through a teaching dossier that outlines the teaching philosophy, teaching accomplishments, including experience with course/curriculum review/development, excellent pedagogical practice, sample syllabi and teaching evaluations. Evidence of strong communication skills and a demonstrated ability to supervise undergraduate and graduate students.

Candidates must have a demonstrated commitment to our values of Equity, Diversity, and Inclusion as it pertains to service, teaching, and scholarly research or creative activities, including a demonstrated ability to make learning accessible and inclusive for a diverse student population.

Demonstrated ability to contribute to the life of the School/Department and the University through collegial service.

[ANY RELEVANT PROFESSIONAL DESIGNATION OR MEMBERSHIP]

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In order for the University to comply with the Government of Canada’s reporting requirements, candidates must indicate in their application if they are a Canadian citizen or permanent resident by including one of the following statements in reference to their status: *“I am a permanent resident or citizen of Canada”* OR *“I am not a permanent resident or citizen of Canada”*. Candidates are not required to specify their country of origin or citizenship in their application.

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RFA Benefits: <https://www.ryerson.ca/hr/employee-resources/rfa/full-time-LTF/benefits/>