

Item	Guideline
Approved by	Vice President Human Resources and Services
Date approved	February 12, 2011
Revised	April 1, 2012

ACADEMIC APPOINTMENTS – SUPPORT FOR NON-CANADIANS

I PURPOSE

The University is committed to recruiting outstanding individuals for faculty positions. While priority is given to Canadian citizens and permanent residents, the University may hire non-Canadians who are competitive. In order to attract and retain these individuals, the University has implemented the following guidelines to assist in obtaining work permits and permanent residency in Canada.

II GUIDELINES

Full time, tenured or tenure-stream faculty members at any rank, who are not Canadian citizens or permanent residents at the start of their employment at the University, are required to obtain a valid Work Permit from Citizenship and Immigration Canada (CIC) that is supported by a positive confirmation of employment by Human Resources and Skills Development Canada (HRSDC). The University will assist these incoming faculty members and their dependents with their applications by providing access to an immigration lawyer through Human Resources. Once at UOIT, faculty members are expected to initiate the process of obtaining permanent residency status. Should a faculty member choose to abandon the permanent residency application process at any time, they will normally be required to fully reimburse the University for the immigration expenses incurred and be subject to a review of her/his continued eligibility to work at the University.

It is expected that faculty members will cooperate fully with HRSDC, CIC, and the University's immigration lawyer in the process of obtaining legal work status and achieving permanent residency status in Canada. It is a condition of employment at the University to be able to legally work in Canada. The university will incur reasonable legal fees to facilitate a faculty member's ability to legally work in Canada.

The University will also provide an allowance to the faculty member and their family members (as defined by the Canada Revenue Agency) to cover expenses and fees, excluding legal fees, incurred in making their applications for Canadian visas, work permits, and permanent residency. These expenses may also cover medical exams, tests, security/fingerprint checks and reports, passports and passport pictures, and other expenses and fees (such as Right of Landing

fees, Right of Citizenship fees, Application for Permanent Residence fee, and Employment Authorization fees).

The amounts of the allowance will be as follows:

- \$1,000 maximum for a single individual
- \$2,000 maximum for a couple (faculty member and spouse)
- \$2,500 maximum for a family (spouse and dependent children)

III PROCEDURES

- The allowance will be held in an immigration account in Human Resources.
- Upon receipt of invoices from the university's immigration lawyer, Human Resources, will debit the faculty member's immigration account.
- If a faculty member incurs eligible immigration expenses separately from the amount charged by the university's immigration lawyer, the faculty member is responsible for submitting receipts to Human Resources for reimbursement, and their immigration account will be debited accordingly.
- Immigration expenses which exceed the faculty member's maximum allowance will be the responsibility of the individual faculty member.
- Any remaining balance in the faculty member's immigration account will not be transferrable to cash payments.

In the event that a faculty member who has received assistance for his/her immigration expenses resigns from the University within two years of the date of hire, the individual will be required to reimburse the University, on a pro-rated basis, for any expenses paid on their behalf (e.g., after 6 months of service, the individual will be required to reimburse 75% of paid expenses, after one year of service, the individual will be required to reimburse 50% of the expenses paid). In accepting payments, each faculty member also accepts these repayment terms as outlined in their offer of employment.