

Chief's Guide to New Primary Appointments

The Chief's Guide to New Primary Appointments is an overview of the process for new primary appointments as defined by the University of Toronto's Temerty Faculty of Medicine and the Department of Anesthesiology & Pain Medicine. It centralizes all existing online documents and outlines best practices for Chiefs who are completing the application process for a new faculty member.

The information featured in this guide was sourced from the official faculty and department websites and staff. The external links in this document are current as of November 2022.

Should you encounter any dead links as you utilize this document, kindly [contact us](#).

Steps to appointment

The best practices for local hiring processes are outlined in this document. **For more details on the process, see the section on Formal Search, p. 9.**

1. Before the DAC Application

- Hospital sites decide on clinical and academic needs for new faculty hires and create an advertisement for job openings.
- The job openings are advertised.
- Job Applicants' Applications are considered.
- Interviews with shortlisted candidates are scheduled and conducted.
- A successful candidate is selected.

2. The Application Process Begins

- Candidates will create their most up-to-date [Curriculum Vitae \(CV\)](#) and upload it as part of the application submission. They will also send their CV to the Site Chief. **Please note that the candidate is responsible for the submission of their application.** For further details, please see [Guide Clinical to Academic Appointments](#).
- The candidate's submission will follow the format outlined in the [Teaching Dossier](#) and must include a [Creative Professional Activities](#) (CPA) dossier and a

research summary as appropriate. All submissions must use the U of T format when applicable.

- Candidates are also asked to submit a Certificate of Professional Conduct (CPC). For more information on this requirement, visit the [CPSO](#).
 - The candidate will identify their referees. Once identified, we ask that letters for independent submission are addressed to Dr. Beverley Orser, Chair of the Department of Anesthesiology & Pain Medicine, and sent to the Appointments Assistant's email: appts.anesthesia@utoronto.ca
- A. **CHIEF LETTER:** Using the most up-to-date CV, the hospital Chief will write a letter that requests:
- **Category:** Chiefs will specify the appointment Category, which could be Full-time or Full-time Equivalent (see the section on full-time equivalent on p. 8 of this guide in cases where the candidate is in a PhD/Masters/MBA or other accredited program where they are considered a full-time student).
 - **Rank:** The Chief's letter will also include statements in support of the request of Rank, including a description of the evidence and the impact of the applicant's completed scholarly activities (see the section on Rank on p. 4 and p. 5 of this guide for further details which includes advice on what to should be included in the chief's letter on matters of scholarly achievement).
 - **Academic Position Description (APD):** The Chief's letter will also include statements that the practice plan will support the candidate in time for scholarly activities as outlined by the APDs (see the section on APD's, p. 7).

Additionally, the letter **must include** information on:

- **Candidate Search Process:** The letter will detail the candidate search process and whether it was formal or informal (see the section on Search, p. 9).
- **Start Date and Focus of Work:** The letter will also describe the proposed focus of work and scholarly activities and must state the desired start date.
- **CPSO investigations:** In the rare circumstance of an investigation or finding from the CPSO on the candidate, the Chief should discuss this with the candidate and Chair and in their letter state that the Chief is aware of the investigation and finding. It should also confirm that there are no risks to learners.

Summary of Application Requirements

The following outlines the [summary of application requirements](#):



To be submitted by Chief	To be submitted by Candidate
Chief's letter of support	CV
Academic Position Description (ADP)	Teaching Dossier
Search Details and Copy of Advertisement	References
	Certificate of Professional Conduct (CPC)

Please note that the entire application must be clear and consistent.

The appointment finalization timeframe will be minimized by providing a complete application that supports all requirements of the request.

3. The Department Appointment Committee (DAC)

Complete files will be distributed to DAC committee members for review and assessed according to the following template. Completed templates are then submitted via SharePoint

 		Assessment of Academic Rank Lecturer (default): Initial Appointment as Assistant Professor only: <ul style="list-style-type: none"> • Advanced degree after residency: <ul style="list-style-type: none"> ○ Master's: PhD: ○ Degree awarded: • Alternative: <ul style="list-style-type: none"> ○ Completed secondary residency _____ ○ Fellowship 											
DEPARTMENTAL APPOINTMENTS COMMITTEE Full-Time Academic Appointment – Reviewer's Notes NOTE: Please submit your review to SharePoint upon completion. Reviewer Name: _____													
<table border="1"> <thead> <tr> <th>Candidate</th> <th>Category / Rank</th> </tr> <tr> <th>Site</th> <th>Academic Position Description</th> </tr> </thead> <tbody> <tr> <td colspan="2">Degrees (include university & year)</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">Clinical Training (with sites & dates)</td> </tr> <tr> <td colspan="2"> </td> </tr> </tbody> </table>	Candidate	Category / Rank	Site	Academic Position Description	Degrees (include university & year)				Clinical Training (with sites & dates)				AND <ul style="list-style-type: none"> • Does the candidate have a first-author publication in a high-quality journal? (details) <ul style="list-style-type: none"> ○ Impact Factor of the journal
Candidate	Category / Rank												
Site	Academic Position Description												
Degrees (include university & year)													
Clinical Training (with sites & dates)													
Please outline details from the Chief's Letter justifying requested academic rank.	Search Details Included	Highlights from CV or reference letters to support appointment and/or rank											
Please list any previous appointments or leadership roles the candidate has held. (e.g. work history)	Will the application have to go through FAAC? Outstanding concerns or questions?	Recommendation											
Is Certificate of Professional Conduct within one year of application?	Category	Rank Academic Position Description											

- The application will be presented and discussed in a meeting of the DAC, where the hospital site representative can provide clarification if required.
- Following the meeting, the consensus of recommendation (or defer) is sent to the Department Chair. In cases of deferral, the candidate and Chief will be told what prevented the recommendation from moving forward as requested.

4. Official request for Faculty Appointment by the Chair of the Department

- The Chair will write a letter summarizing the compiled information and highlights from the letters of support to submit a request for an appointment to the Dean's Office.

5. The Human Resources Process

- Approval processes for clinical faculty appointments are outlined in the [Procedures Manual Clinical Faculty](#), p.23, 3.4.
- If a formal search has occurred, MedHR will send the file to the Dean of the Temerty Faculty of Medicine or their delegate. The Dean or their delegate will also be informed if the appointment occurred at Lecturer level without a search.
- If the rank request is Assistant Professor or above and there has been no formal search, the file will be sent to the Faculty Appointments Advisory Committee (FAAC).
- The HR decision on file is communicated to the Department.

6. Letter of Offer

Finally, the letter of offer is sent to the candidate and Chief to be signed and returned to the department for processing.

Rank Requests

Additional information on Rank Requests can be found online: [Appointment at the Rank of Assistant Professor – FAAC Guidelines, p. 6](#)

Rank Requirements

Lecturer

This is the default rank at the University of Toronto. Any requests above the Lecturer rank **must be accompanied by adequate evidence to support the advanced rank request.**

Assistant Professor

The Assistant Professor rank requires 1-2 years of fellowship(s) **or** a master's degree **with** a recent, relevant scholarly paper in a peer-reviewed, high-quality journal. This paper must be at the accepted phase of the publication cycle. The chief's letter must indicate why the publication(s) has impact and how it relates to the proposed focus of work for this candidate. *Please note that simply restating the citation of the publication is not enough evidence of impact.* The impact factor of the journal for the year of publication of the paper must also be explicitly stated.

OR

1-2 years of fellowships or a master's degree with no paper **AND** significant educational achievement which shows excellence in one or more of the following:

- **Education:** The applicant has created a new curriculum. The applicant must demonstrate that they designed, implemented, evaluated, and modified the material in a complete cycle.
- **Creative Professional Activity:** The applicant has implemented new practices or programs, and/or developed translational knowledge or patient resources. Statements attesting to the applicant's central role and unique contributions, as well as impact statements from users, are to be included in the application. A CPA dossier must also be included and *referred to in letters from the Chief and referees.*
- **Sustained Teaching Excellence:** This must be supported by excellence in teaching scores along with local recognition of expertise in teaching. Evidence of impact may include teaching awards, grants, invited lectures etc. A teaching dossier must be included and *referred to in letters from the Chief and referees.*

Impact of scholarship at local or regional levels should be demonstrated.

Publications must be recent, and related to proposed work, to show some continuity of academic accomplishment to the present.

Chief's letters must discuss the impact of completed scholarly achievements and how they are related to proposed work/APD.

International Medical Graduates (IMG) Rank Considerations:

Ranks: The candidate must be appointed at the Assistant Professor rank. For more information, visit the [CPSO website](#). Requirements for Assistant Professors are the same for Canadian Medical Graduates and IMG. See the process outlined in Rank Requirements, p. 4-5.

All applications for internationally educated medical graduates must be accompanied by a [Confirmation of Academic Appointment](#). Information for the Chief's letter, the candidate's CV, and the Academic Position Description are used to complete this form.

Rank Considerations for Transfers from Other Academic Institutions

First-time faculty appointments to the University of Toronto who have been faculty at another university will be appointed to the rank appropriate to their academic achievements against U of T standards. This process is detailed further in the [FAAC Manual](#), p. 8. This may result in a downgrading of rank at appointment. This is more likely to occur if the university from which they are transferring has clinical faculty appointments. Letters from the Chief should comment on the academic achievements, evidence of an impact, and benchmarks for rank at U of T and include local/national/international impact. The final rank assignment is determined either by the FAAC or the Dean/delegate, and **not** the DAC or Chair.

Promotion of Rank at Time of Initial Appointment

While the [FAAC Manual](#) (p. 8, 20 (3)) says it is possible to receive a promotion of rank at the time of initial appointment, this will greatly delay the appointment of the candidate as it requires a review by the Senior Promotions Committee. U of T senior promotions is a 15-month process. It is highly advised that Chiefs do not undertake a promotion at the time of initial appointment.

Academic Position Descriptions

Clinician - Teacher

Clinician - Educator

Clinician - Investigator

Clinician - Scientist

Clinician - Administrator

Clinician - Quality and Patient Safety

Clinician - Teacher - Part-Time or Adjunct

Category Requests

Most applications are for Full-Time Category within the Toronto Academic Health Science Network (TAHSN). Exceptions may be made for Faculty who are in concurrent education programs as students.

Learner Appointments

Applicants currently enrolled and completing a PhD/Masters/MBA or another accredited education program where they are considered a student can be appointed as Full-time equivalent. The Chief's letter must state what percent of the work week the faculty member will be in school. Based on that information, the remainder of the week will be the amount of a Full-time Equivalent appointment. The application must state the estimated timeframe for completion of the program, and when the faculty is likely to be ready to convert to full-time Category. The probationary appointment time will be extended in keeping with the full-time Equivalent percentages. On occasion, a part-time enrolled student may be able to be promoted at full-time Category. University HR makes these decisions after reviewing the information about the time commitment of the educational program..

Additional information on this process is available online via the [Full-time equivalent Category](#) in the [FAAC Manual](#), p. 11, 16/17, 19, 42 (7.1 Table 1).

Please note that historically, applicants enrolled or enrolling in a Royal College sub-specialty fellowship at U of T have not been able to keep their faculty appointment due to a potential conflict of interest in the assessment and evaluation of them and fellow students. However, this may change in the future.

The Search Process

There are **three** main components which must coexist in a formal search. A full-time clinical appointment is not required to be reviewed by the FAAC when **all three components are met**.

The three components are as follows:

1. The candidate was selected by a search committee established by a partner hospital. This committee should comprise of at least one U of T representative at a professorial rank (assistant professor rank or above).
2. The search committee conducted formal Interviews using effective evaluation techniques.
3. A broad advertising campaign was launched to reach potential applicants. It is encouraged that you advertise on the Careers at U of T/Affiliated Hospitals webpage; however, this specific advertisement is **not a requirement**.

The Chief's letter must also include the following information about the search: a description of where it was posted; how many applications were received; the number of candidates interviewed; the members of the interview committee, and how the successful applicant was chosen.

The application package must include one or two copies of the job advertisement.

If the three components are not met, then an informal search has occurred, and the complete file is reviewed by the FAAC, increasing the time to appointment.

Please note that if the candidate is an IMG who needs an academic license, the Chief's letter must explicitly state why this applicant was selected instead of CMG applicants.

The explanation may include details of the unique skills or achievements the IMG candidate has that make them more qualified than the CMGs who applied.