



Anesthesiology & Pain Medicine UNIVERSITY OF TORONTO

Terms of Reference Department Appointment Committee (DAC) University of Toronto

Purpose: The Department Appointment Committee (DAC) serves as an advisory Committee to the Chair of the Department of Anesthesiology and Pain Medicine (DoAPM) at the University of Toronto for all matters concerning Faculty Appointments and Junior Promotion (promotion from Lecturer to Assistant Professor).

Committee Membership and Term

- Committee members will be appointed by the Chair of the Department
- The DAC membership will be representative of the DoAPM faculty (gender, rank, academic position description, full time faculty) and comprised of at least 8 members (+ FAAC rep) with a quorum at Chair + 3, meeting in-person and virtually.
- The DoAPM representative on the Faculty Appointment Advisory Committee (FAAC) if applicable, will be an ex-officio member of DAC and cannot serve as DAC Chair
- The Committee members will be appointed for a three (3) year term once renewable. Where necessary, appointments may be staggered or of shorter length to limit a large number of term completions and turn over by the membership.

Chair

- The DAC Chair will be appointed by the Department Chair with input from the Executive Council.
- The Chair of the DAC shall be a full time clinical faculty member of the Department of Anesthesia, U of T at the rank of Assistant Professor or above.
- The term of the Chair will be for three (3) years once renewable and the Chair will receive an annual stipend for his/her role.

Administrative Support

- The Committee will be supported by the DoAPM Academic Coordinator

Roles and Responsibilities

- The Committee shall review all candidates for appointments to the DoAPM, Continuing Appointments and Junior Promotion.
- At quarterly committee meetings, each candidate will be presented and discussed followed by general committee questioning and development of a consensus recommendation to the Chair based on a majority vote.
- Upon satisfactory review by the DAC, the DoAPM Chair recommends the candidate for appointment to the Dean, Faculty of Medicine and the Faculty Academic Appointment Committee.
- Members are responsible for familiarizing themselves with the policies and procedures applicable to appointment and junior promotion for clinical faculty [Procedures Manual for the Policy for Clinical Faculty](#)
- Committee members will serve at a resource to their respective sites to guide and mentor new applicants, or provide knowledge on the procedures and policies.