

The University of Toronto

Department of Paediatrics

Departmental Appointments Committee (DAC)
(March 10, 2006)

GOALS:

To ensure consistent and appropriate clinical faculty appointment processes for the Department of Paediatrics and to review and/or conduct the probationary (3-5 year) review of full-time appointments in accordance with the Procedures Manual for Policy for Clinical Faculty as revised from time to time. See:

<http://www.facmed.utoronto.ca/Assets/FacMed+Digital+Assets/staff/Procedures+Manual+for+Policy+for+Clinical+Faculty.pdf?method=1>

TERMS OF REFERENCE:

The Department Appointments Committee (DAC) has been established to provide advice to the Chair of Paediatrics regarding

- the initial academic appointment to a Lecturer or professorial level (Assistant, Associate, Professor) in the Department of Paediatrics;
- initial part-time appointments;
- all adjunct appointments;
- promotion of a Lecturer to Assistant Professor;
- review and/or conduct the probationary review (3-5 year) of appointments at the professorial rank (Assistant Professor, Associate Professor or Professor).

RATIONALE FOR DAC REVIEW:

On initial appointment to a full-time Clinical Academic Appointment, candidates will customarily be offered a “**probationary appointment**” of not less than three years and not more than five years duration. While the usual probation period is three years, it may be extended once for up to two years, bringing the total to five years duration, with the consent of the candidate and at the discretion of the Chair¹. During the probationary period, the department chair or delegate may, at his/her discretion, conduct a performance review on an annual or a biannual basis. Faculty who are successful in their probationary review will be given a “**continuing academic appointment**”. Those holding a continuing academic appointment will have continuing annual appointments with expectation of renewal unless the University can demonstrate cause for non-renewal based on performance. For clinical faculty, this annual reappointment reflects the requirement for annual reappointment to Medical-Dental Staff under the Public Hospitals Act (see Procedures Manual for Policy for Clinical Faculty).

¹ For example, this will enable the SickKids’ Department of Paediatrics/Paediatric Consultants Partnership to utilize their member’s Career Development and Compensation Programme (CDCP) triennial review.

COMMITTEE MEMBERSHIP:

The DAC is appointed by the Chair of the Department of Paediatrics and is composed, as a minimum, of the physician members of the Paediatric Executive.

The DAC Chair will be selected from the committee membership. The Chair of the Department of Paediatrics will sit on the Committee but cannot be the Chair of the DAC.

The DAC will identify back-up members (usually previous Associate Chairs of Paediatrics) who may, if required to reach a decision, replace DAC members should existing DAC members find themselves in a perceived or real conflict of interest. A quorum consists of the majority of members of the DAC.

MEETING SCHEDULE:

The DAC is responsible for conducting a documentary review of each initial application for a clinical academic appointment to the Department of Paediatrics. Minutes are taken and recommendations to the Chair of the Department are made. If clarification or further information is required on specific applications, such details will be requested of the Department Chair.

PROCEDURE:

- i) When a Department Chair is submitting a recommendation for full-time appointment, the application should include the following:
 - a) Academic Appointment Form (with checklist) signed by the Chair
 - b) Updated Curriculum Vitae
 - c) Academic Position Description
 - d) Teaching Dossier or equivalent (when teaching has occurred previously)
 - e) Offer of Academic Appointment letter signed by appointee
 - f) Letter of Support from Department Chair
 - g) Internal letters of reference, one of which is the Division Head and another from a member from the search process (2-3)
 - h) External letters of reference (2-3) where applicable²

If the appointment is at the rank of Lecturer, this information should be kept on file in the office of the Department Chair.

If the appointment is at the rank of Assistant Professor, Associate Professor or Professor, and a formal search process has occurred, the recommendation for appointment can be made directly to the Dean. The original information should be submitted to the Dean, Faculty of Medicine, c/o Human Resources Office.

If a formal search has not occurred, an original and eight copies of the information must be submitted to the Faculty Full-time Committee, Faculty of Medicine, c/o Human Resources office, for approval.

² E.g., more junior professorial appointments that are based upon their educational merits would usually **NOT** require references outside of the University community.

- ii) When a Department Chair is submitting a recommendation for part-time appointment, the application should include items a) to f) inclusive as noted in point i) above.
- iii) When a Department Chair is submitting a recommendation for adjunct appointment, the application should include items a) to c) inclusive and items e) and f) in point i) above.
- iv) When a Department Chair is submitting a recommendation for promotion from Lecturer to Assistant Professor, the application should include items b) to f) inclusive as noted in point i) above and also a letter of support from the Division Head.
- v) When the DAC is conducting the probationary review of a current appointee, the names of the DAC Committee members must be made known to the candidate. The membership will be communicated, at least once per year, to all faculty members³. It is incumbent on the candidate to identify any perceived conflicts of interest on the part of any committee member in advance of the committee's deliberations. The DAC will solicit input from the relevant Division Head in all cases⁴.

The candidate shall be asked to submit an account of their academic work completed or undertaken since the time of initial appointment⁵.

The probationary review shall answer one question: *Given the terms and expectations set out at the time of the probationary appointment, and the academic standards of the Department and Faculty, does the Appointee's performance merit a recommendation that the Appointee transfer to a system of continuing yearly renewal?*

If the DAC decides in favour of transfer, the Department Chair shall send the recommendation to the Dean for approval. If the Committee decides against transfer, their recommendation shall be sent by the Chair to the Dean. The Dean shall in usual and customary circumstances accept the recommendations of the DAC, but has the discretion not to do so.

Where the Committee decides not to recommend continuing yearly renewal, the appointment will terminate on the pre-determined date of expiry. However, an extension beyond the expiry date on a terminal basis may be granted at the discretion of the Chair. The extension cannot exceed 12 months and must be agreed with the relevant site. A decision regarding renewal or any extension of the probationary period must be given in writing.

- vi) The Department Chair shall provide to Human Resources an annual report regarding departmental appointments and reviews.

³ In 2006, the information will be communicated by email and contained within the minutes of the Division Heads meeting. The mode of communication may vary from time to time.

⁴ In the case of clinical faculty who hold their primary hospital appointment within the SickKids' Department of Paediatrics/Paediatric Consultants Partnership this documentation will consist, at least in part, of the Division Head's Annual Review from Career Development and Compensation Programme.

⁵ In the case of clinical faculty who hold their primary hospital appointment within the SickKids' Department of Paediatrics/Paediatric Consultants Partnership this documentation will consist, at least in part, of their dossiers for the triennial review of the Career Development and Compensation Program (CDCP).