

THREE-YEAR CLINICAL FULL TIME (MD) APPOINTMENT REVIEW PROCEDURE

BACKGROUND AND CONTEXT

All initial appointments in the Department of Radiation Oncology at the University of Toronto (UT-DRO) are for three year terms, which usually extend from July 1st to June 30th three years later. All appointed Faculty Members will undergo a review prior to the conclusion of their initial appointment for the consideration of a renewal. For clinical full-time appointments (physicians who are full-time staff at a fully-affiliated teaching hospital), continued appointment at the host hospital is contingent on successful review and a continued appointment at UT-DRO.

The review process shall be initiated in July, the start of the third year of the faculty member's initial appointment, at which time they will receive notification of the upcoming review and a request for the documents listed below. The Three Year Review Committee and the Teaching Effectiveness Committee will be advisory to the Chair, UT-DRO.

Procedure outlined below:

- Responsibilities
- Review
- Review Criteria
- Review Package Contents
- Committee
- Timeline
- Reference Documents

RESPONSIBILITIES

- DRO Office – Administration of the process, coordination of the meetings, and notification of the reviews
- Teaching Effectiveness Committee – Provide an assessment of teaching to the Three Year Review Committee
- Three-Year Review Committee (“Review Committee”) – Conduct Three-Year Review and provide a recommendation to the Chair
- Chair – Review all recommendations and submitted materials, and in turn, provide a recommendation to the Dean of Medicine
- Faculty Members under review (“Candidate”) – Ensure that all supporting documents are updated and submitted in a timely fashion and present to the Three-Year Review Committee

REVIEW

The Review is a face-to-face meeting of the Committee with the Candidate. The activities of the Candidate since the initial appointment in UT-DRO will be reviewed. The goals are

- a. To determine whether the Candidate will be recommended for a continued UT-DRO appointment
- b. To provide recommendations to the Candidate for career planning

The performance 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 the system of continuing annual renewal?*

The format of the review is generally as follows:

- 5-10 minutes – Committee meets without Candidate for initial paper review and overview of issues to be addressed during the meeting with the Candidate
- 10-15 minutes – Candidate provides the Committee with an overview of activities since his or her appointment in UT-DRO and future goals. This presentation should not exceed 15 minutes and a Power Point presentation is generally preferred. This presentation is not meant to be a repetition of the submitted CV but rather a short summary to highlight major aspects of academic activities with the focus on future academic goals and plans.
- 30 minutes – Question and discussion period with the Candidate.
- 20 minutes – Committee discussion without the Candidate and consensus on recommendations to the Chair and Candidate

REVIEW CRITERIA

Clinical service will be documented, but is not a component of this review of academic performance. Consideration for academic job description (e.g. Clinical Investigator, Clinician Educator, etc.) will be taken into consideration.

Research

- Evidence for creative independence will be taken as satisfactory performance. This can be demonstrated by fulfilling all the following criteria:
 - At least 5 peer-reviewed papers (published or accepted for publication) with at least three first or senior responsible authorship papers since appointment¹
 - One or more peer-reviewed external grant as principal or co-principal investigator²
 - Principal or co-principal investigator on one or more local/national/international protocols
- Success in obtaining a graduate degree in a related field to appointment if applicable

¹ full length articles as first or senior responsible author in reputable journals (IF >3.0, e.g. the Red or Green Journal)

² funding support from Industry or philanthropy will be given reduced weight, if these are the sole sources of external funding

Education

- Satisfactory teaching evaluations by residents and students
- Major teaching commitment – curriculum/course/program director
- Significant teaching load and CME activities
- **Didactic** = 3 hours per year – this includes lectures, examiner on planning exams/OSCEs etc
- **Clinical supervision** (UME and PGME) = 120 hours per year

Administration

- Academic administrative responsibility. Service to UT-DRO and the University will be considered, but is given less weight than research and teaching activities

REVIEW PACKAGE CONTENTS

Candidates must submit a review package containing

1. An updated CV in the prescribed format
2. A Three-Year Review Cover Letter containing a narrative description of academic and clinical activities. This document should be a reflection on the Candidate’s academic career, summarizing the academic achievements since initial appointment, and planned future direction for the next five years. The letter should also note any leaves or other factors that may have interfered with the achievement of goals. This letter should not be a reiteration of the activities in the CV, but instead, a reflection of accomplishments and in particular, any activities with national or international impact.
3. Copies of three most significant publications since initial appointment
4. Two letters of support (from senior members of UT or UTDR0; should not be collaborators)
5. Teaching Table Summary
6. Teaching Dossier
7. List of Suggested UofT Reviewers External to UT-DRO

Packages are due in January and should be sent to the UT-DRO Administrative Office.

COMMITTEE

The Three-Year Review Committee is comprised of senior members of UT-DRO (academic rank of Full Professor or at the discretion of the Chair) and one invited external reviewer. Members are appointed by the Department Chair. The Vice Chair of Clinical Affairs will chair the committee.

Committee Membership:

Vice-Chair Clinical Affairs (Committee Chair)

Chiefs of Radiation Oncology at Odette and Princess Margaret Cancer Centre

One member of UT-DRO at Odette Cancer Centre

One member of UT-DRO at Princess Margaret Cancer Center

External Reviewer: One member within the Faculty of Medicine external to UT-DRO with relevant expertise of the candidate

TIMELINE

Process begins in Year 3 of UT-DRO Appointment

Time	Reviewers and Administration	Candidate Faculty Member
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July	<ul style="list-style-type: none"> • Generate list of appointments to be renewed • Vice-Chair; Clinical Affairs to send Review Committee membership for approval by Chair • Send 3-Year Review Notification Letter to candidate faculty members 	
September – December	<ul style="list-style-type: none"> • (receive Review Packages) 	<ul style="list-style-type: none"> • Assemble and submit Review Package containing: <ul style="list-style-type: none"> ○ Cover Letter ○ UofT WebCV ○ Two letters of support ○ Teaching Table Summary ○ Teaching Dossier ○ List of suggested external reviewers ○ Copies of three most significant publications since initial appointment
December	<ul style="list-style-type: none"> • Schedule Review Committee meeting • Schedule Teaching Effectiveness Committee meeting (scheduled for after Candidate package due date, and at least two weeks prior to Review) 	
December/January	<ul style="list-style-type: none"> • Send reminders for outstanding Review Packages 	<ul style="list-style-type: none"> • Ensure Review Package was received by due date
Early February	<ul style="list-style-type: none"> • Request Teaching Effectiveness Committee to review Teaching Table Summary and Teaching Dossiers. Provide: <ul style="list-style-type: none"> ○ List of Candidates ○ Teaching Dossier Evaluation Form ○ Teaching Dossiers ○ Teaching Table Summaries • Send Review materials to the Review Committee, including: <ul style="list-style-type: none"> ○ List of Candidates ○ Three Year Review Form ○ UofT WebCVs ○ Cover Letters ○ Letters of support ○ Copies of publications ○ Teaching Effectiveness assessments when complete 	

February - March	<ul style="list-style-type: none"> • Review Committee meets and decides recommendations for re-appointment • Submit recommendations to the Chair 	
March-April	<ul style="list-style-type: none"> • Submit recommendations approved by the Chair to the Dean's Office 	
May - June	<ul style="list-style-type: none"> • Notify candidate Faculty Members of the response from the Dean 	<ul style="list-style-type: none"> • Receive notification of status from DRO administration/Review Committee

REFERENCE DOCUMENTS

Reference Documents for this procedure

- UT-DRO Three-Year Review Guidelines
- 3 Year Review Notification Letter Template
- Teaching Dossier Evaluation Form
- Three Year Review Form
- Three Year Status Notification Letter Template