

CLINICAL MD FULL-TIME CONTINUING APPOINTMENT REVIEW (CAR)

BACKGROUND AND CONTEXT

All initial Clinical MD Full-Time (physicians who are full-time staff at a fully-affiliated teaching hospital) appointments in the Department of Radiation Oncology at the University of Toronto (UTDRO) are for three year terms, extended by a maximum of two additional probationary years, not including any approved leaves. All Clinical MD Full-Time Faculty Members will undergo a Continuing Appointment Review (CAR) in the probationary 4th or 5th year of their initial appointment. Upon conclusion of the initial appointment period the candidate will be notified of the upcoming review and their appointment shall be extended by a probationary period.

This review will 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?" (Procedures Manual, Section 3.3.1.2., pp. 19). Continued appointment at the host hospital is contingent on a successful review and a continued appointment at UTDRO.

The CAR Committee is advisory to the Chair, UTDRO.

Procedure outlined below:

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

RESPONSIBILITIES

- UTDRO Office – Administration of the process, coordination of the meetings, and notification of the reviews
- Teaching Effectiveness Committee – Provide an assessment of the candidate's teaching to the CAR Committee
- CAR Committee ("Review Committee") – Conduct the Continuing Appointment 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 Member under review ("Candidate") – Ensure that all supporting documents are updated and submitted in a timely fashion and present to the Review Committee

REVIEW

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

- a. To determine whether the Candidate will be recommended for a continued UTDRO 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:

- 10 minutes – Review Committee meets without Candidate for initial paper review and discussion of items to be addressed during the meeting with the Candidate
- 15-20 minutes – Candidate provides the Review Committee with an overview of activities since his or her appointment in UTDRO 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.
- 15 minutes – Question and discussion period with the Candidate.
- 15 minutes – Review Committee discussion without the Candidate and consensus on recommendations to the Chair.

REVIEW CRITERIA

Clinical service will be documented, but is not a component of this review of academic performance. Academic job description (e.g. Clinical Investigator, Clinician Educator, etc.) will be taken into consideration. Professionalism is a core competency for faculty. It is expected that the candidate demonstrates and promotes professional values amongst our faculty, learners and community.

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 UTDR0 and the University will be considered, but is given less weight than research and teaching activities

CANDIDATE REVIEW PACKAGE

Candidates must submit a review package containing by December:

1. 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.
2. An updated CV in the prescribed format
3. Two letters of support (from senior members of UofT or UTDR0; should not be collaborators)
4. Teaching Table Summary
5. Teaching Dossier
6. Copies of three most significant publications since initial appointment
7. List of Suggested Reviewers (Internal to UofT but External to UTDR0)

In addition to the candidate supplied package above, UTDR0 will solicit a letter of support from the respective hospital's Chief. This letter is to address continued support for the academic appointment and notify the CAR committee that there are no concerns raised regarding professionalism or conflicts of interest or if there are, the current state of their management.

REVIEW COMMITTEE

The Continuing Appointment Review Committee is comprised of senior members of UTDR0 (academic rank of Full Professor or at the discretion of the Chair) and one invited reviewer external to UTDR0. Members are appointed by the Department Chair. The Vice Chair of Clinical Affairs will chair the committee.

The external reviewer should be a member within the Faculty of Medicine but external to UTDR0 with relevant expertise of the candidate. The external reviewer should not be a collaborator of the candidate. At the discretion of the Chair, a collaborator may be permitted as an external reviewer.

Committee Membership:

- Vice Chair Clinical Affairs (Committee Chair)
- Chiefs of Radiation Oncology at Odette and Princess Margaret Cancer Centres

- One senior member of UTDR0 at Odette Cancer Centre
- One senior member of UTDR0 at Princess Margaret Cancer Center
- External Reviewer

TIMELINE

Process is initiated at the beginning of the academic year closest to the conclusion of the initial UTDR0 appointment.

Time	CAR Committee / UTDO Office	Candidate Faculty Member
July - August	<ul style="list-style-type: none"> • Generate list of appointments to be reviewed • Vice-Chair Clinical Affairs to send Review Committee membership for approval by Chair • Send preliminary CAR Notification Letter to Candidates 	
September – December	<ul style="list-style-type: none"> • Solicit letter of support from Hospital Chief 	<ul style="list-style-type: none"> • Assemble and submit Review Package containing: <ul style="list-style-type: none"> - Cover Letter - CV - Two letters of support - Teaching Table Summary - Teaching Dossier - List of suggested external reviewers - Copies of three most significant publications since initial appointment
November	<ul style="list-style-type: none"> • Schedule Review Committee meeting • Schedule Teaching Effectiveness Committee meeting for January/February 	
December	<ul style="list-style-type: none"> • Send reminders for outstanding Review Packages 	<ul style="list-style-type: none"> • Ensure Review Package is submitted by due date
January - February	<ul style="list-style-type: none"> • Send Teaching Effectiveness Committee candidate Teaching Dossiers. • Upon completion of TEC review, send complete packages to Review Committee w TEC Letter. 	

February - April	<ul style="list-style-type: none"> • Review Committee meeting with Candidate and determination of recommendation • Submit recommendation to the Chair and Candidate 	
Rolling basis	<ul style="list-style-type: none"> • Submit Chair's recommendation to the Dean's Office and notify Candidate 	
By June 30 th	<ul style="list-style-type: none"> • Communicate Dean's decision to candidate 	

REFERENCE DOCUMENTS

Reference Documents for this procedure

- [Policy for Clinical Faculty](#) [DECEMBER 16, 2004]
- [Procedures Manual for the Policy for Clinical](#) (MD) Faculty [December 2018]
- [Teaching Summary Table](#)