

# UTDRO CLINICAL MD FULL-TIME CONTINUING APPOINTMENT REVIEW

## 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 4<sup>th</sup> or 5<sup>th</sup> year following their initial appointment. Near the end of the initial appointment period the candidate will be notified of the upcoming review. If necessary, their appointment can 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, has the faculty member's academic performance met the terms and conditions of their appointment? Does the CAR committee recommend 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.

- Are there any challenges to the future academic success of the faculty member that warrant further attention?
- Should the probationary period be extended?
- Should the academic position description be revised?
- Should the appointment be terminated?

The CAR Committee is advisory to the Chair, UTDRO.

Procedure outlined below:

- Responsibilities
- Review
- Review Criteria
- Review Package Contents
- 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:**

- 5 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 5 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.
- 5 minutes - Question and discussion period with the Candidate.
- 5 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 any of the following:

- At least 3 peer-reviewed papers (published or accepted for publication) as first or senior responsible authorship papers since appointment<sup>1</sup>
- At least 1 peer-reviewed external grant as principal or co-principal investigator<sup>2</sup>
- 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

<sup>1</sup> full length articles as first or senior responsible author in reputable journals

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

### Education

- 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
- Satisfactory teaching evaluations by residents and students

### Administration

- Academic administrative responsibility. Service to UTDR0 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. A Continuing Appointment 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

## REVIEW COMMITTEE

The Continuing Appointment Review Committee is comprised of senior members of UTDRO (academic rank of Full Professor or at the discretion of the Chair) and one invited reviewer external to UTDRO. 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 UTDRO 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: 2025**

- Vice-Chair Clinical Affairs (Committee Chair)
- Chiefs of Radiation Oncology at Odette and Princess Margaret Cancer Centres
- One senior member of UTDRO at Odette Cancer Centre
- One senior member of UTDRO at Princess Margaret Cancer Center
- EDI representative

## TIMELINE

The process timeline has two hard deadlines within an academic year (July to June the following year) that clinical departments must work towards to ensure CAR cycles are conducted and completed within the same academic year while still offering departments flexibility for the rest of the process.

- Checkpoint 1 - by August 31: CAR folders for the academic year are generated in Laserfiche
- Checkpoint 2 - by June 1 the following year: All CAR Chair's recommendations are due to HR/Dean's Delegate.

## REFERENCE DOCUMENTS

Reference Documents for this procedure

- [Policy for Clinical Faculty](#) [DECEMBER 16, 2004]
- [Procedures Manual for the Policy for Clinical](#) (MD) Faculty [December 2021]
- [Teaching Summary Table](#)
- [Teaching and Education Report Word Template clean](#)