

## Continuing Appointment Review (CAR) Process 2023 Instructions & Required Documentation for Full Time Clinical Faculty

**Submission Deadline: June 9, 2023**

A CAR is mandatory by the Temerty Faculty of Medicine for full time (MD) faculty to transition from “probationary” to “continuing” status.

It is not intended to be an onerous process; it is designed to be a “check-in” to ensure you meet the terms of conditions of your appointment and the criteria for continued full time appointment. There are only 5 documents required, and this document will assist you in understanding the process and how to submit your application.

### This guide will outline:

1. CAR Committee Membership and Declaring Conflict of Interest
2. Required Documents for your CAR file
3. Submission
4. Q&A
5. Contact Information

### 1. CAR Committee Membership and Declaring Conflict of Interest

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The DFCM CAR committee reviewing your CAR file is comprised of the same members as our Department Appointments Committee (DAC):

Full Name	Academic Rank	Position Title
<i>Dr. Danielle Martin</i>	<i>Professor</i>	<i>Department Chair</i>
Dr. Erin Bearss	Assistant Professor	Member
Dr. Jeff Bloom	Assistant Professor	Member
Dr. Sheldon Cheskes	Professor	Committee Chair
Dr. Ruby Alvi	Assistant Professor	Member
Dr. Anthony D’Urzo	Associate Professor	Member
Dr. Michael Kates	Assistant Professor	Member
Dr. Rosemary Lall	Assistant Professor	Member
Dr. Michelle Lockyer	Assistant Professor	Member

#### Declaring a Conflict of Interest:

Please review the CAR Committee Membership list above, and complete the Conflict of Interest (COI) webform (link in your initial email notification). You must complete this form whether or not you have any potential, perceived, or actual conflict with any of the committee members or the Department Chair.

A conflict of interest, for the purposes of a CAR, is **only if you feel that a committee member cannot review your application without conflict/bias.**

If you have questions about this, please refer to the Q&A section below. If you are unsure, state your concerns in the comment section of the form we will manage it appropriately. If you do not have any conflicts, you must still complete the form, indicating no conflicts.

**NOTE: This part of the process is time sensitive (due within 2 weeks). Please use the link provided in your email to complete the COI webform. Copy and Paste the exact Appointment ID and Last Name listed in your email into your COI webform so it matches our records.**

## 2. Required Document Checklist

**ALL TEMPLATES LISTED BELOW CAN BE DOWNLOADED ON OUR WEBSITE:**  
<https://www.dfc.utoronto.ca/continuing-appointment-review-car>

	<i>Document Name</i>	<i>Note/Instructions</i>	<i>Done</i>
1	<b>Conflict of Interest Webform</b>	Should be completed within 2 weeks – link included in your email.	<input type="radio"/>
2	<b>Application form</b>	Please complete this form, including a short “cover statement” with a broad highlight of your academic activities since initial appointment.	<input type="radio"/>
3	<b>DFCM Site Chief or Division Head letter of support</b>	<ul style="list-style-type: none"> <li>• A template on our website is provided for your Chief/Division Head to use</li> <li>• <b>Please solicit this letter ASAP to give your Chief plenty of time.</b></li> <li>• Please note that they may want to submit this letter directly to us confidentially. If so, kindly forward your CAR email to your Chief/administrator so they can use the submission link</li> </ul>	<input type="radio"/>
4	<b>CV</b>	<ul style="list-style-type: none"> <li>• Should follow Faculty of Medicine format</li> <li>• Should be clear and up-to-date</li> </ul>	<input type="radio"/>
5	<b>1 reference letter</b>	<ul style="list-style-type: none"> <li>• A recommended template is provided on our website</li> <li>• May be internal/external to your Site or Division, and from someone who can speak to your academic activities/teaching since appointment</li> <li>• Should be addressed to our Department Chair</li> <li>• Can be solicited by you (the appointee) or by the hospital or division administrator</li> <li>• Should be on letterhead, and must include their signature and signature block. Hardcopy not required</li> <li>• <b>Note: if you are in the Division of Emergency Medicine, this reference letter should come from your local hospital EM department chief</b></li> </ul>	<input type="radio"/>

6	<b>*OPTIONAL* New position description</b>	if you would like to take this opportunity to <a href="#">change your academic position description</a> (i.e. <a href="#">clinician teacher, etc</a> ), please include a new position description form (signed by you and Chief)	○
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### Important Note for Divisions:

- If you are appointed under a Division, your Chief’s letter should come from your Division Head. To solicit this letter, please contact your DFCM Divisions Coordinator:
  - Emergency Medicine: [dfcm.divisionem@utoronto.ca](mailto:dfcm.divisionem@utoronto.ca)
  - Palliative Care: [dfcm.divisionpalliative@utoronto.ca](mailto:dfcm.divisionpalliative@utoronto.ca)
  - Care of the Elderly: [dfcm.divisioncoe@utoronto.ca](mailto:dfcm.divisioncoe@utoronto.ca)
  - Mental Health and Addictions: [dfcm.divisionmha@utoronto.ca](mailto:dfcm.divisionmha@utoronto.ca)
  - Hospitalist Medicine: [dfcm.divisionhm@utoronto.ca](mailto:dfcm.divisionhm@utoronto.ca)
- If you are in the **Division of Emergency Medicine**, your additional reference letter should come from your local EM hospital department Chief.

### 3. Steps & Submission Instructions

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The following steps are a suggested guideline in preparing your CAR application:

- A. **Reach out to your Chief ASAP to request their letter of support.** Please give them ample time to get this letter to you. Submit your request to them at least 3-4 weeks prior to the deadline if not earlier.
- B. **Identify and solicit your reference letter.** Again, please give them ample time to submit this – do not request this at the last minute. It should speak to your contributions in teaching and/or other academic activities. It can be solicited by you, or by your hospital administrator.
  - *A reminder for EM faculty that your reference letter should come from your local EM hospital Chief/Lead.*
- C. Collate all the required documents outlined above and make sure nothing is missing. **Combine all items (in the order listed in the checklist above) into ONE PDF DOCUMENT TITLED: Lastname\_Firstname\_CAR2023**
- D. Final Step: once combined, **use the link provided in your email** to upload and submit your PDF.

**SUBMISSION DEADLINE: FRIDAY JUNE 9, 2023**

***This is a hard deadline due to internal timelines. Please submit on or before.***

### Once you submit your application:

- Your application will be reviewed by the DFCM CAR Committee in June. The committee’s recommendation is submitted to the DFCM Chair.
- The DFCM Chair will write a letter to the Dean asking for approval to transfer the appointee to a “continuing annual renewal status” following their successful CAR.
- HR and the Dean’s Office will review your application. Once approved, the DFCM will be informed.
- The appointee will receive a confirmation email congratulating them on their successful CAR and transfer to a continuing annual renewal status.
- A DFCM internal administrative process is completed to update all appropriate records.

- If a decision is reached not to approve the application, the Committee Chair will advise the appointee that the decision can be appealed to the DFCM Chair. Any disputes arising from the decision will follow the procedures for dealing with academic disputes as noted in the Procedures Manual for the Policy for Clinical Faculty.

#### 4. Q&A

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Q: Why is the purpose of a CAR?

A: All Clinical Full Time faculty in the Faculty of Medicine at the University of Toronto must complete a review. It is designed as a “check in” to ensure that the faculty member has met the terms and conditions of their appointment to the Department, and to determine whether the appointee’s performance merits their transfer to continuing annual appointment.

Q: Why am I required to complete a CAR now?

A: Temerty Faculty of Medicine clinical policy dictates that your CAR must be conducted after the end of your 3rd year and before the end of your 5th year of full-time appointment.

Q: Can I combine a junior promotion with my CAR?

A: No – in the past, candidates could combine them. However, this is no longer the policy in the DFCM as they are two completely separate processes.

Q: If I work in the same teaching unit as one of the CAR committee members, is this considered a conflict of interest?

Not necessarily. The definition around COI is not strict. It is only considered a COI if you feel that a committee member might not review your application without bias.

#### 5. Contact Information

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If you have any questions or concerns about this process, please contact:

**Sarah Letovsky**

DFCM Academic Promotions Coordinator

Department of Family and Community Medicine | Temerty Faculty of Medicine

Email: [dfcm.promotion@utoronto.ca](mailto:dfcm.promotion@utoronto.ca)

