
Continuing Appointment Review (CAR) Process 2022 Instructions & Required Documentation for Full Time Clinical Faculty

In addition to the information detailed in your email notification, this document outlines the details specific to your continuing appointment review as a full-time clinical academic on probation in the DFCM.

This important document will outline:

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

CAR Committee Membership

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
Dr. Sheldon Cheskes	Professor	Committee Chair
Dr. Jeff Bloom	Assistant Professor	Member
Dr. Michael Kates	Assistant Professor	Member
Dr. Anthony D'Urzo	Associate Professor	Member
Dr. Judith Peranson	Assistant Professor	Member
Dr. Ruby Alvi	Assistant Professor	Member
Dr. Rosemary Lall	Assistant Professor	Member
Dr. Michelle Lockyer	Assistant Professor	Member

Declaring Conflict of Interest (Time Sensitive)

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.

Required Documents for your CAR File

You must provide the following documents as part of your CAR file, as per the instructions in your email:

1. Conflict of Interest webform

- Outlined above - must be completed within 2 weeks – link included in your email

2. Application form

- Please complete the application form, including a “cover statement” with a highlight of your academic activities since initial appointment

3. Letter of support from your DFCM Site Chief or Division Director

- A letter of support template is provided on our website for the Chief/Division Director
- *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.*
- Please see notes below for Divisions (Emergency Medicine & Palliative Care)

4. Current CV

- Should follow Faculty of Medicine format (template on our website)
- Must be clear, accurate, and up-to-date

5. 1-2 Additional Letters of Reference

- May be internal/external to your Site or Division, and from someone who can speak to your academic impact/activities since appointment
- Should be addressed to your Chief/Division Director
- Can be solicited by you (**the appointee**) or by the **hospital/division administrator**
- Should be on letterhead, and must include signature/signature block. Original copy not required.
- *A recommended template is provided on our website.*

6. *OPTIONAL* - if you would like to take this opportunity to [change your academic position description \(i.e. clinician teacher, clinician investigator, etc\)](#), you must also submit a *new position description form*.

ALL FORMS & TEMPLATES LISTED ABOVE CAN BE DOWNLOADED ON OUR WEBSITE:

<https://www.dfc.utoronto.ca/continuing-appointment-review-car>

***Important Note for Divisions**

<p>Division of Emergency Medicine</p>	<p>If you are a faculty member in the EM Division, your package must include *2 Chief letters of support*:</p> <ol style="list-style-type: none"> 1) Letter of support from your local hospital EM Site Chief 2) Another letter of support from the EM Division Chief, Dr. Megan Landes <ul style="list-style-type: none"> • To solicit this letter, please contact the DFCM Divisions Coordinator: Tasleema Baksh, dfcm.divisions@utoronto.ca <p>As *2 Chief letters* are included, no additional reference letter is required (you may choose to – but not mandatory).</p>
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Division of Palliative Care	<p>If you are a faculty member under the PC Division, your letter of support will come from DPC Division Head Dr. Kirsten Wentlandt.</p> <ul style="list-style-type: none"> To solicit this letter, please contact the DFCM Divisions Coordinator: Tasleema Baksh, dfcm.divisions@utoronto.ca
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STEPS & SUBMISSION INSTRUCTIONS

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

- Speak with your Chief (and/or FD Lead)** to discuss the CAR package, required documents and timeline
- Identify and solicit a **reference letter**. It should speak to your contributions in teaching and/or other academic activities (can be solicited by you, or your hospital administrator)
 - Note: for EM Division faculty, this is not required as there are already 2 Chief Letters.
- Collate all the required documents** and make sure nothing is missing.
- Combine all items into **ONE PDF DOCUMENT TITLED: Lastname_Firstname_CAR2022**
- Final Step:** submit your application in the following format:

Please submit your documents combined into ONE PDF titled "Lastname_Firstname_CAR2022" in the following order:	
1	Application Form
2	Letter of Support from your Site Chief *For EM Division faculty: add secondary Letter from EM Division Chief <i>Your Chief may choose to submit their letter to us directly so it remains confidential.</i>
3	CV
4	Letter(s) of Reference <i>(not required for EM Division faculty with 2 Chief ltrs)</i>
Once combined, use the link provided in your email to upload your PDF. Submission Deadline: MONDAY JUNE 13, 2022	

Once you submit your application:

- Your application will be reviewed by the **DFCM CAR Committee** this spring for their support. 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 his/her 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. Their Chief/Division Head will be copied.
- 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](#)

Q&A

- Why is the purpose of a CAR?
 - **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**.
- Why am I required to complete a CAR now?
 - 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.
- Can I combine a junior promotion with my CAR?
 - 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.
- 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.

Questions & Contact

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