

GUIDE TO FACULTY APPOINTMENTS AT THE DEPARTMENT OF FAMILY & COMMUNITY MEDICINE (DFCM), TEMERTY FACULTY OF MEDICINE, UNIVERSITY OF TORONTO

This reference document has been created for the Site Chiefs, Program Directors, Division Heads, hospital administrators and those involved in facilitating a faculty appointment application in the DFCM.

Important Note: *This guide is designed as an introduction to the appointments process. It should be used in conjunction with our website, which will always have the most up to date information.*

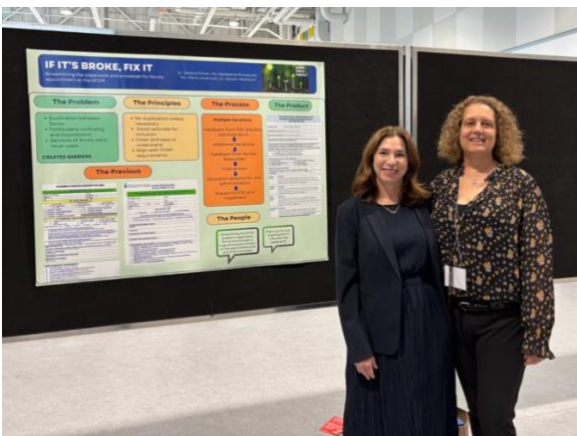
The Department of Family and Community Medicine is an academic department composed of health care professionals dedicated to leadership in teaching, research, service and the advancement of the discipline of Family Medicine, locally, nationally and internationally.

The application and approval pathways for appointments and the documents a candidate must submit vary depending on the policy under which the appointment falls, as well as the category and rank of the appointment.



IN THIS GUIDE YOU WILL FIND:

- ✓ Rationale for applying for a faculty appointment
- ✓ The components of a faculty appointment:
 - Candidate's academic rank
 - Percentage of time the candidate is engaged in academic activities
 - Category of the candidate (i.e. academic position description)
- ✓ Site Head/Division Head/Program Director role in submitting faculty appointment applications
- ✓ Other appointment request types
- ✓ The appointment approval process
- ✓ Information on teaching evaluations and faculty reporting



DFCM RESOURCES:

- The [DFCM Website](#) provides detailed information on how to apply for a faculty appointment and the different requirements for each appointment type.
- **FAST (Faculty Appointments Support Team) Monthly Drop-in Sessions** – all hospital administrators are invited to attend to discuss updates, ask questions and more. Formal FAST meetings are held bi-annually.
- [Temerty Medicine Procedures Manual for Clinical Faculty](#)

DFCM ACADEMIC APPOINTMENTS & PROMOTIONS OFFICE:

- Academic Appointments Administrator: dfcm.facultyappt@utoronto.ca
- Academic Appointments Administrator (Divisions and Programs): dfcm.academicappt@utoronto.ca
- Academic Promotions Coordinator: dfcm.promotion@utoronto.ca

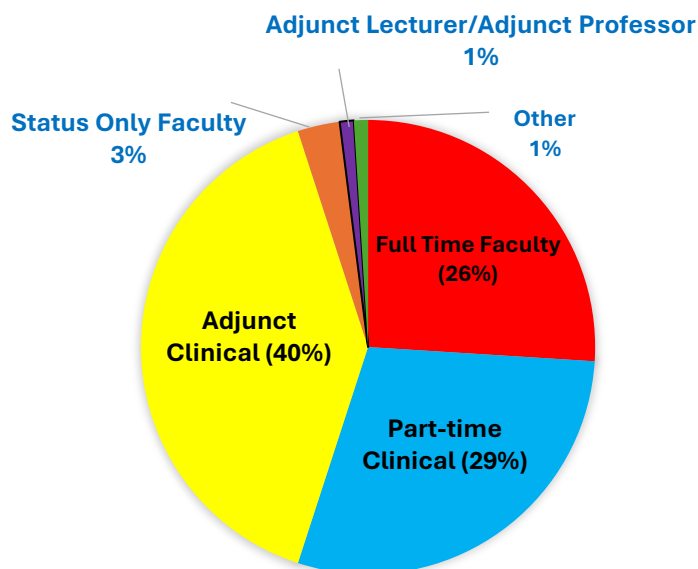
WHY APPLY FOR A FACULTY APPOINTMENT?

- Anyone interacting with our medical learners should hold a faculty appointment.
- Our faculty are part of the largest department of family medicine in Canada. A faculty appointment allows you to connect with clinical and academic leaders, access faculty development and continuing professional development opportunities, and utilize many UofT resources such as our libraries and medical databases.

There are four components of a faculty appointment.

1. PERCENTAGE OF TIME spent on academic activities (applies to clinical appointments – most common appointment type for family physicians who want to become UofT faculty)

- **Clinical Adjunct (MD) Appointment:** Engaged in academic activities for less than 20% of their professional working time.
- **Clinical Part Time (MD) Appointment:** Engaged in academic activities for 20-79% of their professional working time.
- **Clinical Full Time (MD) Appointment:** Engaged in academic activities for at least 80% of their professional working time, must be active staff at their hospital and must participate in a conforming practice plan (CPP) or equivalent arrangement.
 - **NOTE:** Both fully affiliated and community-affiliated sites can have a CPP. These are developed through the site in conjunction with the DFCM Chair's Office and must be reviewed and approved by the Dean of Medicine. For sites without a CPP, clinical faculty can only hold a part-time or adjunct appointment



2,200+ faculty of teachers and researchers in the DFCM.

2. APPOINTMENT TYPE

Clinical (listed above), Status-Only (non-MD) and Adjunct Lecturer/Professor

- **Status-Only (non-MD) Appointment:** Must hold full-time employment in an academic role (research or teaching).
 - **Affiliated Scientist sub-category:** Available to faculty that work as Scientists or Investigators at a TAHSN institution. They must be at the rank of Assistant Professor or above and hold a PhD or equivalent. **Some exceptions apply**, please contact dfcm.facultyappt@utoronto.ca for details.
- **Adjunct Lecturer/Professor (non-MD) Appointment:** For individuals who are employed elsewhere in a position that is not primarily academic in nature. They have special skills or learning of value to a unit and typically contribute to teaching.

3. ACADEMIC RANK

Lecturer, Assistant Professor (Jr Promotion), Associate Professor (Sr Promotion), Full Professor (Sr Promotion)

NOTE: While most new DFCM faculty members are appointed at the rank of Lecturer, some may qualify for **initial rank at Assistant Professor** (or even Associate or Full Professor) based on their academic contributions.



There are **two streams** for applying at this rank:

1. **Advanced Degree** (must have a Master’s degree or 1yr+ PGY3 training) **with recent senior author, relevant peer-reviewed publications**
OR
2. **Academic Impact** – the candidate must demonstrate the impact of scholarship at a local or regional level with documentation

QUICK TIP: ADJUNCT LECTURER/PROFESSOR VS ADJUNCT CLINICAL

- An **adjunct clinical** position is for MDs, and adjunct designates their percentage of time spent on academic activities (<20%). Can be at any academic rank.
- **Adjunct Lecturer/Professor** – In this case, adjunct refers to the type of appointment and Lecturer/Professor is part of the title and not indicative of a specific rank. MDs can hold this title but would only do so if they are practicing outside of Ontario or have left clinical practice. The title of Adjunct Professor is normally reserved for distinguished individuals of exemplary achievement who have demonstrated eminence in their field.
- **Example:** A faculty who is part-time clinical at the rank of Assistant Professor is retiring from clinical practice but plans to contribute to specific resident lectures at their hospital site. They would no longer qualify for a clinical appointment, but they could still be part of the DFCM as an Adjunct Lecturer. This **would not be a demotion** but rather a change in appt type to better reflect their academic contributions and meet university policy.



4. CATEGORY OF THE CANDIDATE (i.e. Academic Position Description)

Category of the candidate – *Outlines planned activities in clinical work, teaching, scholarly work and/or service. Available categories are listed below*



OTHER APPOINTMENT REQUEST TYPES

While most submissions are for new faculty appointments, existing faculty also put forward requests as their academic activities may change over time. These requests include:

- **Site Transfers**
 - ✓ Hospital to Hospital
 - ✓ Hospital to Program/Division and vice versa
 - ✓ Program/Division to Program/Division
 - ✓ **DAC is notified of these requests, but their approval is not required**, which allows faster processing times
- **Changes in Appointment Type**
 - ✓ Change in percentage of time (eg. clinical part-time to clinical full-time)
 - ✓ Change in Academic Position Description
 - ✓ **These requests require DAC approval** and undergo the normal appointment approval process
 - ✓ **Note: Changes in rank must go through the promotion process** (Junior Promotion: Lecturer to Assistant Professor; Senior Promotion: Assistant Professor to Associate Professor to Professor)
- **Adding a Division**
 - ✓ If this is a **secondary appointment** (i.e. the faculty's primary appointment will remain under their current hospital site/program/division), then only a letter from the division head is required
 - ✓ If the division will now be the faculty's **primary appointment** or if this will be a **joint appointment** (i.e. the new division and existing hospital site/program/division will both oversee the appointment), then it should be treated as a site transfer. For joint appointments, only one letter of support is required but it should be co-signed by both the Site and Division Heads.
 - ✓ **DAC is notified of these requests, but their approval is not required**, which allows faster processing times

Faculty may submit multiple requests in one package (eg. site transfer and a percentage of time change). Please **ensure all changes are clearly outlined in the letter of support**.

SITE HEAD/PROGRAM DIRECTOR/DIVISION HEAD ROLE

The DFCM mandates that [interested candidates must have the support of their relevant DFCM Site Head, Program Director or Division Head](#) to put forward a faculty appointment application.

Please consider the following in your meeting with a new candidate:

All Site/Division Heads or Program Directors should meet with the applicants or speak to knowing them in the submitted letter of support.

- Determine the type of application required (new appointment, change in appointment category or type, site transfer, etc.).
- What [percentage of time](#) is the candidate engaged in academic activities (for clinical faculty only): [Full time, part time, or adjunct?](#)
- Determine the [academic rank](#) of the candidate: Lecturer, Assistant Professor, Associate Professor, or Full Professor.
- Determine the [category of the candidate](#): Clinical Teacher, Clinician Leader/Administrator, Scientist (Non-MD Researcher), Clinician Scientist, Clinician Investigator, Clinician Educator and Clinician Quality and Innovation.
- **Work with your site administrator** to gather the relevant application materials (review website for required documents and templates). They will assist in putting the package together and complete the final online submission.

You are responsible for:

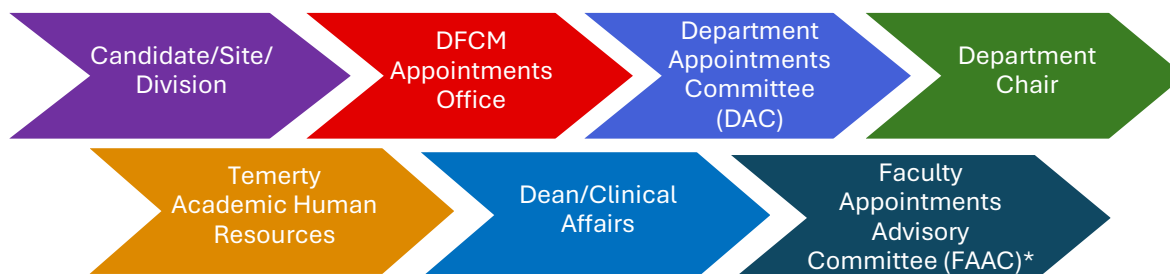
- Submitting the [Letter of Support](#) to your administrator. It should include:
 - A statement about **why the applicant is seeking a faculty appointment** and why you feel they will contribute positively to your site/program/division. Include who they will be teaching and where as well as an overview of other academic work they will be doing.
 - If applying at the level of Assistant Professor, the letter should explain the rationale
 - Outline how you know the candidate, overall experience working with them, etc. Ensure there is **some personalization**.
 - **Anything unusual about the application** (eg. CPSO complaint, previous appointment ended, etc.)? Ensure this is noted and provide a brief explanation.
 - For adjunct or part-time clinical applications where you are **unfamiliar with the candidate (i.e. have known them for less than a year)**, we ask that you **solicit a reference letter** from someone who can speak to their character and suitability as a teacher of medical learners (full-time clinical applications already require additional letters).
- Ensuring that a Professional Development Plan has been completed by the candidate, and reviewed between the candidate and yourself or your Faculty Development Lead

After the appointment is approved and activated in Human Resources at the DFCM:

- It is the **site/program/division's responsibility** to arrange for new faculty to be added to the assessment and evaluation platforms (MedSIS, POWER and Elentra) so they are able to evaluate learners and for learners to be able to complete teaching evaluations.
 - For **UG evaluation** (MedSIS & MD side of Elentra), please contact medsis.ume@utoronto.ca
 - For **PG evaluation**, please contact:
 - POWER: power.help@utoronto.ca
 - Elentra: pgme.mededhelp@utoronto.ca
- Site Heads, Program Directors and Division Heads are responsible for all faculty within their purview (i.e. you or your predecessor **signed the faculty's academic position description**), including reviewing their teacher evaluations (LACT reports), following the appropriate renewal processes (outlined below under Faculty Reporting), and fostering progression of their academic career through junior and senior promotion.

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THE APPOINTMENT APPROVAL PROCESS



A [complete application](#) typically takes 3 to 8 weeks for approval. Please note that during the summer months, processing times may extend up to 12 weeks.

**Applications reviewed by FAAC: Full-time clinical and status-only appointments at professorial rank (Asst/Assoc/Prof) where a formal search was not conducted, full time clinical promotion from Lecturer to Assistant Professor*

- ✓ After final approval, the DFCM Appointments Office sends a letter of offer to the candidate.
- ✓ The letter **must be signed and returned** to our team to finalize the faculty appointment.

TEACHING EVALUATIONS

Learner Assessment of Clinical Teaching (LACT) has replaced Teaching Effectiveness Score (TES) since 2021. Temerty Medicine produces annual LACT reports for all faculty who have 3 or more evaluations in the preceding academic year. These reports are disseminated by the DFCM to site/division heads and their administrators, and as of winter 2025, to faculty members directly. Please review all your faculty members' teaching evaluations. Consider putting forward those in the "superior performance" category for awards and encourage them towards promotion. If you have any faculty in the categories of "Suggested Monitoring" or "Needs Attention", please meet with the faculty member and create an action plan for enhancement and follow-up. Reach out to the Vice-Chair Education or Faculty Development Program Director if you need further support.

FACULTY REPORTING

Annual reporting helps identify faculty contributions and changes in status. A faculty list will be sent to you which represents those who are assigned to your site/program/division.

Each category of appointment has its own regular review process as outlined below. All reports are reviewed by the relevant Site Head/Program Director/Division Head and then move forward to the Department Chair and Departmental Appointments Committee (DAC).

- **Clinical Annual Re-Appointment Process (ARA): All Clinical Adjunct and Part-time faculty** will be required to complete an activity report describing their academic activities (i.e. their contributions as a faculty member) every two years in the Spring. **Clinical Adjunct** faculty will complete the **report in odd years** (2025, 2027, etc.) and **Clinical Part-time** faculty will complete the **report in even years** (2026, 2028, etc.). During their "off-years," faculty will receive an email confirming their active appointment with the clinical faculty terms and conditions document attached. Faculty may request a site transfer, change in appointment type or decline re-appointment during this process.
- **Status-Only & Adjunct Non-Clinical Annual Review and Re-appointment Process (ARRA):** Occurs every spring for all **Status-Only, Adjunct Lecturer and Adjunct Professor** appointments. As these are term appointments (1-5yrs), all faculty are asked to submit an activity report for review however, only those up for renewal (i.e. their term will end by June 30 of that year) submit an updated CV. It can then be determined if a new term will be offered, or the appointment will end.
- **Continuing Appointment Review (CAR):** Occurs every January for eligible **full-time clinical** faculty members. Full-time faculty must complete this process in their 3rd, 4th or 5th year of appointment. Once completed and approved, they move to continuing status and do not need to go through the review process again unless they change their appointment type.

FACULTY LIST REVIEW BY SITE/DIVISION HEADS & PROGRAM DIRECTORS

To maintain accurate records and ensure appropriate academic oversight, Site Heads, Program Directors and Division Heads are expected to review the faculty lists circulated by the Academic Appointments team. These lists reflect faculty assigned to their respective sites, programs, or divisions.

- **Review Frequency:** Faculty lists are circulated approximately three times per year.
- **Action Required:** Upon receipt, Chiefs/Division Leads should carefully review the list and return it with any updates, including:
 - Changes in faculty status (e.g., departure, retirement, change in appointment type)
 - New faculty additions not yet reflected
 - Corrections to site or program affiliations
 - **Timely and accurate feedback ensures that faculty records remain current and supports the integrity of annual reporting and reappointment processes.**