

Faculty of Medicine University Named Chairs/Professorships – Database User Guide¹

The purpose of this document is to provide colleagues in Faculty of Medicine Departments with a step-by-step process for using the Named Chairs Database for required approvals related to Named Chair search committees, review committees, appointments and re-appointments.

Please consult the Faculty of Medicine Named Chair Guidelines to be aware of relevant policy and procedure:
http://medicine.utoronto.ca/sites/default/files/Named%20Chairs_Guidelines_1June2017.pdf

The approvals path and use of the database is as follows:

Step	Participant	Action
1.	Department administrator	Submits template for search ² /review committee membership approval (as per Named Chair Guidelines) to medicine.namedchairs@utoronto.ca
2.	Department administrator	Receives notice of the Dean of Medicine's approval of search/review committee membership (from database)
3.	Department administrator	Receives notification from the database on next steps submits search/review committee's request for Dean of Medicine and Provost approval of candidate with completed documentation (e.g. template for draft letter of appointment, as per Named Chair Guidelines) via database web form: https://documents.med.utoronto.ca/forms/nchucandidate
4.	Department admin and/or person submitting web form	Receives confirmation that web form was successfully submitted (from database)
5.	Department Chair and administrator	Receives notice of Dean of Medicine and Provost ³ approval of candidate (from database)
6.	Department administrator	Asks approved candidate to sign letter of offer. Sends letter of offer to cc list on letter of offer (including medicine.namedchairs@utoronto.ca)
7.	Department Chair and administrator	Receives alert six months in advance of end date of candidate's term (from database)

¹ Please note that there is a companion document for *Hospital-University* Named Chairs/Professorships. With Hospital-University Named Chairs/Professorships, the donor agreement is signed by the University, the Hospital and the donor (in some cases the donor is a hospital foundation) and the funds are held by the Hospital.

² If an international search is being conducted, please contact your local HR office regarding requirements for advertisements for foreign worker recruitment.

³ Please note that University Named Chair appointments require approval from the Provost and the Dean of Medicine, which requires more time than approvals for Hospital-University Named Chairs.