|  |  |
| --- | --- |
| MED_Temerty Faculty of Medicine_Colour Signature_Print    Hospital-University  Named Chairs & Professorships | GUIDELINES & CHECKLISTS   * Establishing a new Named Chair/Professorship * Recruiting & Appointing a Named Chair/ Professorship * Reviewing & Reappointing a Named Chair/ Professorship |

Table of Contents

[Table of Contents 0](#_Toc50145792)

[Contacts 0](#_Toc50145793)

[Introduction to the Appointment, Reappointment, and Review of Hospital-University Named Chairs & Professorships 1](#_Toc50145794)

[Step-by-Step Guideline & Checklist for Establishing a New Named Chair/Professorship 3](#_Toc50145795)

[Guideline 3](#_Toc50145796)

[STEP 1: Initial discussions 3](#_Toc50145797)

[STEP 2: Developing & establishing a Named Chair agreement 3](#_Toc50145798)

[STEP 3: Naming of a Chair/Professorship 3](#_Toc50145799)

[STEP 4: Formal announcement of the establishment of a Named Chair 4](#_Toc50145800)

[Checklist 5](#_Toc50145801)

[Step-by-Step Guideline and Checklist for Recruiting & Appointing a Named Chair/Professorship 6](#_Toc50145802)

[Guideline 6](#_Toc50145803)

[STEP 1: Propose & obtain approval for the search committee membership 6](#_Toc50145804)

[STEP 2: Conduct the search 7](#_Toc50145805)

[STEP 3: Recommend a candidate 8](#_Toc50145806)

[STEP 4: Finalize & announce the appointment 10](#_Toc50145807)

[STEP 5: Annual reporting (as per Named Chair agreement) 10](#_Toc50145808)

[Checklist 11](#_Toc50145809)

[Step-by-Step Guideline & Checklist for Reviewing & Reappointing a Named Chair/Professorship Incumbent 13](#_Toc50145810)

[Guidelines 13](#_Toc50145811)

[STEP 1: Propose & obtain approval for the review committee membership 13](#_Toc50145812)

[STEP 2: Conduct the review 14](#_Toc50145813)

[STEP 3: Recommend reappointment of incumbent 15](#_Toc50145814)

[STEP 4: Finalize & announce the reappointment 16](#_Toc50145815)

[STEP 5: Annual reporting (as per Named Chair agreement) 16](#_Toc50145816)

[Checklist 18](#_Toc50145817)

[APPENDIX 1: Sample Named Chair/Professorship Posting 20](#_Toc50145818)

[APPENDIX 2: Template Letter of Initial Appointment/Reappointment – Hospital-University Named Chair/Professorship 22](#_Toc50145819)

# Contacts

**General Named Chair/Professorship Issues & Recruitment Process**

Emily Au, Human Resources Coordinator (& Administrator for Named Chair Process)

Office of Human Resources, Temerty Faculty of Medicine

University of Toronto, 1 King’s College Circle, Rm. 2306, Toronto ON, M5S 1A8

[medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca) | 416-978-2529

**Advancement Issues**

Darina Landa, Executive Director of Advancement

Office of Advancement, Temerty Faculty of Medicine, University of Toronto

6 Queen's Park Crescent West, Suite 101, Toronto, ON M5S 3H2

[darina.landa@utoronto.ca](mailto:darina.landa@utoronto.ca) | 416-978-4296

**Named Chair/Professorship Agreements & Naming of Named Chairs/Professorships**

Tad Brown, U of T Counsel, Business Affairs and Advancement, University of Toronto

Office of the Vice President, Advancement

27 King's College Circle, Toronto, ON M5S 1A1

[tad.brown@utoronto.ca](mailto:tad.brown@utoronto.ca) | 416-978-2796

Michelle Woo, Director, Advancement Counsel

Office of the Counsel, Business Affairs and Advancement, University of Toronto

21 King's College Circle, Toronto, ON M5S 1A1

[m.woo@utoronto.ca](mailto:m.woo@utoronto.ca) | 416-946-7066

# Introduction to the Appointment, Reappointment, and Review of Hospital-University Named Chairs & Professorships

In accordance with the Policy on Endowed and Limited Term Chairs, Professorships, Distinguished Scholars and Program Initiatives, a chair/professorship may be established directly by the University alone or as a joint chair by the University of Toronto (U of T) and an affiliated institution. These guidelines set out the process for joint hospital-university Chairs/Professorships. All Chairs/Professorships appointed by U of T alone or in partnership with a fully-affiliated hospital partner require an academic appointment at U of T. Hospitals cannot conduct a Chair/Professorship appointment without the involvement of U of T.

The establishment of a Named Chair/Professorship by U of T and a fully-affiliated hospital partner implies a commitment to the position and the discipline or sub-discipline that it supports. From its inception, the Named Chair/Professorship will be attached to a faculty, college, school, centre or institute of the University. The holder of the Chair should be of great distinction and will hold or receive a U of T academic appointment and be expected to develop the field of interest through both research and teaching.

Named Chairs/Professorships will also follow these general principles:

* Establishment of a new Hospital-University Named Chair/Professorship requires consultation, coordination, and agreement between the donor, Hospital, Dean, and relevant U of T department Chair (where applicable).
* Named Chair appointments are a type of academic appointment requiring approval of the Vice President and Provost or designate and are subject to University policies and procedures.
* The honour of occupying a Named Chair should be conferred following a transparent search process.
* Holders of Named Chairs will often be selected from among senior faculty members. If an external search is conducted, all standard U of T and Hospital policies and procedures that apply to the recruitment of a new appointee must be followed, along with a requirement that advertisements note the name of the Named Chair as well as any academic terms and conditions.
* Individuals holding a Named Chair must have a U of T academic appointment, normally at a senior rank (Professor for a Named Chair and Associate Professor for a Professorship).
* An individual may not hold two Named Chair positions at the same time, except in extraordinary circumstances as approved by the Dean (for example, where one of the Named Chairs is linked to a leadership role and no salary support is provided). Note that a Canada Research Chair is not considered to be a Named Chair under this Guideline.
* Named Chair/Professorship terms are normally for five years. Terms are normally renewable once, contingent upon a successful review and on availability of funding, in the case of limited term Chairs/Professorships. In exceptional cases, a third or further term may be considered on a case-by-case basis, subject to the approval of the Vice Provost, Relations with Health Care Institutions and the appropriate senior Hospital official.
* The donor cannot serve as a member of the Named Chair selection committee.
* The donor is not allowed to select or veto the holder of a Named Chair.

Step-by-step guidelines and checklists are provided for each of the three sections pertaining to Named Chairs/Professorships:

1. Establishing a New Named Chair/Professorship
2. Recruiting & Appointing a Named Chair/Professorship
3. Reviewing & Reappointing a Named Chair/Professorship

The information in this document is intended to provide guidance on implementing applicable policies and guidelines but in all instances, the relevant U of T policies listed below are binding and take precedence over the information set out in this document.

* [*Guidelines for the Selection and Approval of Appointments of Named Chair*](https://www.provost.utoronto.ca/appointments-of-named-chair-guidelines)
* [*Policy on Endowed and Limited Term Chairs, Professorships, Distinguished Scholars and Program Initiatives*](https://governingcouncil.utoronto.ca/secretariat/policies/endowed-and-limited-term-chairs-professorships-distinguished-scholars-and)
* [*Policy on Naming*](https://governingcouncil.utoronto.ca/secretariat/policies/naming-policy-october-24-1996)
* [*Policy for the Preservation of Capital of Endowment Funds*](https://governingcouncil.utoronto.ca/secretariat/policies/endowment-funds-policy-preservation-capital-november-20-2001)
* [*Policy and Procedures on Academic Appointments*](https://governingcouncil.utoronto.ca/secretariat/policies/academic-appointments-policy-and-procedures-june-26-2015) and its [*Academic Administrative Procedures Manual*](https://www.aapm.utoronto.ca/)
* [*Policy for Clinical Faculty*](https://governingcouncil.utoronto.ca/secretariat/policies/clinical-faculty-policy-december-16-2004) and its [*Procedures Manual for the Policy for Clinical (MD) Faculty*](https://medicine.utoronto.ca/sites/default/files/ProceduresManualClinicalFaculty.pdf)

# Step-by-Step Guideline & Checklist for Establishing a New Named Chair/Professorship

## Guideline

### STEP 1: Initial discussions

When a Named Chair position is proposed, the University of Toronto (U of T) and the Hospital are required to consult and confirm that the proposed Named Chair position is consistent with U of T academic plans, objectives and mission:

* The Hospital consults with the relevant U of T department Chair and/or Dean of Medicine prior to, or concurrent with, in-depth discussions with the donor.
* Where the consultation is with a U of T department Chair, the Chair will discuss with the Dean and then communicate with the Hospital.

### STEP 2: Developing & establishing a Named Chair agreement

U of T Counsel, Business Affairs and Advancement, develops and establishes a formal Named Chair agreement:

* Using a generic template agreement developed with each Hospital, the draft agreement is drawn up in consultation with the U of T Counsel, the Temerty Faculty of Medicine, the Hospital and/or Hospital Foundation, and the benefactor (as appropriate).
* Approval of the draft agreement by the U of T Counsel, the Dean, and the Hospital is required before any parties sign the agreement.
* Once the draft agreement is approved by all parties, it is signed by the Donor and the Hospital and then forwarded (with biographic/background information on the person/entity for which the Named Chair is being named) to the U of T Counsel for signature by the U of T President.

### STEP 3: Naming of a Chair/Professorship

In naming a Named Chair, the following general guidelines apply:

* Naming approval from the U of T Governing Council is required for all Named Chairs.
* The Hospital’s naming policy and the U of T’s *Policy on Naming* are both applied in the naming of a Named Chair (<https://governingcouncil.utoronto.ca/secretariat/policies/naming-policy-october-24-1996>).
* U of T will consider approving the name of a Named Chair that honours past U of T members and others who have made extraordinary, distinguished contributions to humanity, to Canada, to Ontario, to Toronto or to U of T.
* A Named Chair cannot be named for current/active faculty members at U of T. Only in exceptional circumstances will U of T consider approving the name of a Named Chair in honour of current members of the U of T community, Governing Council, or holders of political office in Canada.

In addition to working with the Hospital to develop and finalize the Named Chair agreement, the U of T Counsel oversees the process by which the name of a Named Chair is approved by U of T governance. Once a name has been informally approved by the Hospital, the Dean, and the U of T Counsel:

* Documentation for naming approval (including biographic/background information for whom/what the Named Chair is being named) is submitted to the U of T Counsel by the Hospital.
* Notice of U of T Governing Council approval of the naming request is transmitted by the U of T Counsel office to the Hospital and the relevant U of T department Chair.[[1]](#footnote-1)

##### Renaming of an established Named Chair

Requests for name change of a previously approved Named Chair requires U of T Governing Council approval, in addition to any Hospital policy. Requests are to be submitted to the U of T Counsel office, which will explain and facilitate the process:

Michelle Woo | [m.woo@utoronto.ca](mailto:m.woo@utoronto.ca)

Director, Advancement Counsel

Office of the Counsel, Business Affairs and Advancement, University of Toronto

c: Human Resources, Temerty Faculty of Medicine | [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca)

### STEP 4: Formal announcement of the establishment of a Named Chair

Formal announcement of the establishment of the Named Chair may be made after:

* A fully-signed agreement is in place; and
* The name of the Named Chair has been approved by both the U of T Governing Council and the Hospital.

## 

## Checklist

STEP 1: Initial discussions

Hospital consulted relevant U of T department Chair and/or Dean

Approval to proceed received from relevant U of T department Chair and Dean

STEP 2: Developing & establishing a Named Chair agreement

Hospital involved U of T Counsel, Business Affairs and Advancement in drafting agreement

Draft agreement approved by U of T Counsel, Dean, and Hospital

Hospital and Donor signed agreement and forwarded with biographic/background information to U of T Counsel

U of T Counsel facilitated U of T President signature

U of T Counsel shared signed agreement with Hospital and Temerty Faculty of Medicine HR

STEP 3: Naming of a Chair/Professorship

Documentation for U of T Governing Council naming approval submitted to U of T Counsel

U of T Counsel shared approval of U of T Governing Council naming with Hospital and Temerty Faculty of Medicine HR

##### Renaming an established Named Chair

Hospital submitted request for name change to U of T Counsel

U of T Counsel shared approval of U of T Governing Council name change with Hospital and Temerty Faculty of Medicine Advancement and HR

STEP 4: Formal announcement of the establishment of a Named Chair

Named Chair position announced after signed agreement and name approval received from U of T Governing Council

# Step-by-Step Guideline and Checklist for Recruiting & Appointing a Named Chair/Professorship

## Guideline

### STEP 1: Propose & obtain approval for the search committee membership

Search committee membership is drafted by the Hospital in consultation with the relevant

U of T department Chair, based on the following guidelines plus any terms in the set out in the donor agreement.

#### TASK 1: Draft a search committee

##### Search Committee Chair

To commence a search, a Search Committee Chair should be identified. The search Chair must hold a U of T academic appointment and be familiar with U of T academic appointment policies.

Before proceeding with the recruitment and appointment process, the search Chair should consult the Named Chair agreement to determine any requirements related to the appointment as well as review the requirements below.

##### Search Committee membership requirements

In addition to the search Chair, committee members should include the following representatives. In all cases, there must be a minimum of four (4) members:

* A delegate of the U of T Dean of Medicine / relevant U of T department Chair.
* An **equal number** of Hospital and U of T representatives (minimum 1 each).
* Where possible, **racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.**

Each member of the committee should be assigned one role only. Donors cannot serve as members of the committee.

##### ADDITIONAL GUIDELINES: Named Chair tied to a hospital leadership position

When the Named Chair is tied to a hospital leadership position (e.g. Physician-in-Chief (PIC) or equivalent), the search committee performs a dual role. Since all members of the hospital’s active medical staff (or equivalent) hold U of T appointments, the required U of T representation for recruitment of a Named Chair will be present on the Search Committee for the hospital leadership position. It is assumed that an individual with the stature and qualifications to be appointed to a hospital leadership position also has the stature and qualifications to be the Named Chair holder.

Once the search committee is established, a copy of the membership should be submitted to [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca), along with the name the Named Chair and a note explaining the search for this Named Chair is tied to a hospital leadership position.

##### Recruitment process under special circumstances

The recruitment process to be followed under special circumstances will be decided on a case-by-case basis by the Dean of Medicine, the relevant U of T department Chair (where applicable), and Hospital official. Please email: [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca) to facilitate the discussion with U of T.

#### TASK 2: Propose search committee for review & approval

The search Chair or relevant U of T department Chair submits the list of the proposed search committee membership using the online committee membership proposal at: <https://documents.med.utoronto.ca/Forms/NCSearchCommittee> for Decanal review and approval.

If there are any questions about the proposed search committee, the Temerty Faculty of Medicine’s Human Resources (HR) office will contact the search Chair and/or relevant U of T department Chair.

Once the Dean has approved the membership, the search Chair and relevant U of T department Chair are informed and the search committee can initiate the search process.

### STEP 2: Conduct the search

Following decanal approval of the search committee’s membership, the search Chair is responsible for initiating the search process.

##### External searches

If consideration is to be given to candidates who currently do not hold a U of T appointment or hospital position, all standard University/Hospital policies and procedures that apply to the recruitment of a new appointee must be followed. This includes noting the details of the Named Chair in the job advertisement to recruit a new faculty member. For further information, email: [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca).

##### Advertising

Advertisements for the Named Chair should be posted broadly on websites/job boards appropriate to the discipline. Costs of advertising are the responsibility of the Hospital. A sample annotated advertisement is attached for reference ([Appendix 1](#_Appendix_1)).

At U of T, advertisements should be circulated within the relevant departments. The search Chair should identify and ask relevant U of T departments to post the opportunity on their websites and circulate it amongst their faculty listservs and newsletters. Search Chairs are encouraged to contact the relevant U of T department Chair to identify individuals for further outreach.

If the Committee will consider candidates who do not hold a U of T appointment or hospital position, the advertisement can be posted on the U of T careers affiliated hospital opportunities section in addition to individual U of T departments’ efforts. While the U of T careers site is appropriate for an external audience, outreach through U of T departments is most appropriate to reach those who already hold a U of T academic appointment.

* Temerty Faculty of Medicine Academic Appointment Administrators contacts list: <http://aca.med.utoronto.ca/node/30>.
* Temerty Faculty of Medicine Departments, Institutes, and Centres: <https://medicine.utoronto.ca/education/departments-institutes-and-centres>.

### STEP 3: Recommend a candidate

#### TASK 1: Confirm candidate has a U of T academic appointment

The search Chair or the relevant U of T department Chair must confirm that the recommended candidate holds an eligible U of T academic appointment. The relevant U of T department Chair can facilitate this confirmation through their academic appointment coordinator (<http://aca.med.utoronto.ca/node/30>). If the candidate does not hold an academic appointment, the appropriate U of T department Chair will need to request one via the academic appointments submission process outlined on the [*Step-by-Step Guide for Academic Appointments*](http://aca.med.utoronto.ca/). Approval of the academic appointment must occur prior to or in tandem with the Named Chair approval. The start date of a named chair incumbent cannot precede the candidate’s academic appointment start date.

#### TASK 2: Prepare the written appointment recommendation

The search Chair and/or relevant U of T department Chair prepares a written appointment recommendation with the following documentation:

*Preferably as one PDF*

1. Letter of recommendation signed by the search Chair and/or relevant U of T department Chair addressed to the Vice Provost, Relations with Health Care Institutions. This letter will include the following details:
   1. Listing of search committee members (as previously approved by the Dean)
   2. A brief description of the search process (e.g. where the position was advertised; number of candidates who applied; a description of the documentation provided to committee members; if members of the committee were unanimous in their selection)
   3. The requested appointment term ([see “First Appointment Term” below](#_First_appointment_term))
2. Candidate’s up-to-date CV

*Preferably as a separate MS Word file*

1. Draft letter of appointment on letterhead, unsigned ([see "Appointment Letter" below](#_Appointment_letter))

##### ADDITIONAL GUIDELINES: Named Chair tied to a hospital leadership position

Once the search committee membership selects a candidate for the hospital leadership position, the Chair of the search committee will arrange for the preparation and submission of the following documentation:

1. A brief letter of recommendation signed by the search Chair explaining the Named Chair is tied to a leadership position and the search process undergone for the leadership position (submitted preferably in PDF format).
2. Draft Named Chair appointment letter using the “Template Letter of Initial Appointment / Reappointment” ([see "Appointment Letter" below](#_Appointment_Letter)).

##### First appointment term

* The first term of a Named Chair/Professorship position is five years
* For a newly established Named Chair tied to a hospital leadership position, the first term may be less than five years in order to coincide with the term of the existing hospital leadership position.

Second and further term(s)

* See “Review & Reappointment of a Named Chair/Professorship Incumbent, Step 3” ([below](#_Term_of_Reappointment)) regarding additional terms as Named Chair.

##### Appointment letter

The appointment offer letter for a Named Chair position is prepared by the search Chair and/or relevant U of T department Chair using the “Template Letter of Initial Appointment / Reappointment” ([Appendix 2](#_APPENDIX_2:_Template)).

For a Named Chair position tied to a hospital leadership position:

* The term of the Named Chair position coincides with the term of the hospital leadership position.
* The letter of appointment to the Named Chair position is separate from the letter of appointment to the hospital leadership position.

#### TASK 3: Submit the written appointment recommendation for review & approval

The search Chair or the relevant U of T department Chair submits the written appointment recommendation using the online candidate recommendation form at: <https://documents.med.utoronto.ca/Forms/NCHUCandidate> for Provostial review and approval.

If there are any questions about the recommendation, the Temerty Faculty of Medicine’s HR office will contact the search Chair and/or relevant U of T department Chair.

### STEP 4: Finalize & announce the appointment

Following the approval of the appointment by the Vice Provost, Relations with Health Care Institutions, the search Chair and the relevant U of T department Chair are informed and the search Chair or designate should:

1. Send the approved and finalized letter of appointment to the successful candidate for signature.
2. Submit a copy of the signed-back appointment letter to U of T using the online appointment letter at: <https://documents.med.utoronto.ca/forms/NCSignedLetter>. HR will ensure the relevant U of T department Chair and the other U of T offices copied in the [letter of appointment template](#_Appendix_2) receive a copy.

Once a Named Chair candidate has accepted an offer of appointment:

* A public announcement of the appointment can be made by the hospital and relevant U of T department.
* Publicity arrangements can be made by the hospital in collaboration with U of T.

### STEP 5: Annual reporting (as per Named Chair agreement)

Individuals holding Named Chairs must submit annual reports of their research activities to the U of T department Chair where they hold their primary academic appointment, the hospital President/CEO or delegate, and the President of the Hospital Foundation.

* Any reporting requirements unique to individual Named Chairs specified in the Named Chair agreement as well as in the letter of appointment must also be fulfilled.

A financial report from the Hospital Foundation outliningmanagement of the Named Chair fund is also to be forwarded to the relevant U of T department Chair and hospital on an annual basis.

## Checklist

STEP 1: Propose & obtain approval for the search committee membership

Search Committee Chair, who must hold a U of T academic appointment and be familiar with U of T academic appointment policies, identified

Search committee membership drafted with minimum of 4 members (see “[Search Committee Membership Requirements](#_Search_Committee_Membership)”)

Search Chair/relevant U of T department Chair submitted draft committee membership for decanal approval using the online committee membership proposal at: <https://documents.med.utoronto.ca/Forms/NCSearchCommittee>

Search Chair and relevant U of T department Chair received notification of committee membership approval

##### Appointment tied to a hospital leadership position

Search Chair submitted search committee membership for the leadership position to [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca), providing name of Named Chair and explaining it is tied to a leadership position

##### Recruitment under special circumstances

Dean, relevant U of T department Chair (if applicable), and hospital official consulted regarding special circumstances, with a decision made as to how to proceed (see “[Recruitment Process under Special Circumstances](#_Recruitment_process_under)”)

STEP 2: Conduct the search

External searches: Named Chair details noted in advertisement (see “[External Searches](#_External_Searches)”)

Opportunity posted widely (see “[Advertising](#_Advertising)”)

STEP 3: Recommend a candidate

After search process, the search Chair/relevant U of T department Chair confirmed the recommended candidate holds an eligible U of T academic appointment (see [Step 3, Task 1](#_TASK_1:_Confirm))

Search Chair/relevant U of T department Chair prepared a written appointment recommendation (see [Step 3, Task 2](#_TASK_2:_Prepare)) and draft appointment letter (see “[Appointment Letter](#_Appointment_Letter_1)”)

Search Chair/relevant U of T department Chair submitted appointment recommendation for Provostial review and approval using the online candidate recommendation at: <https://documents.med.utoronto.ca/Forms/NCHUCandidate> (see [Step 3, Task 3](#_STEP_3:_Recommend))

Search Chair and relevant U of T department Chair notified of Provostial appointment approval

##### Appointment of an external candidate

Relevant U of T department Chair facilitated appointment of appropriate U of T academic appointment prior to or in tandem with Named Chair approval (see [Step 3, Task 1](#_TASK_1:_Confirm))

##### Appointment tied to a hospital leadership position

Search Chair prepared brief written appointment recommendation (see [Step 3, Task 2 – Leadership Position](#B_Step3Task2_Leadership)) and draft appointment letter (see “[Appointment Letter](#_Appointment_Letter_1)”)

Term dates of the Named Chair position and the hospital leadership position coincide (see “[Appointment Letter](#_Appointment_Letter_1)”)

STEP 4: Finalize & announce the appointment

Search Chair issued approved and finalized letter of appointment to successful candidate for signature

Search Chair submitted copy of signed-back appointment letter to all U of T offices copied in the letter using the online appointment letter at: <https://documents.med.utoronto.ca/forms/NCSignedLetter>

Hospital, in collaboration with U of T, planned and made arrangements for public announcement of appointment.

STEP 5: Annual reporting (as per Named Chair agreement)

Named Chair incumbent submitted annual Named Chair activities report to the relevant

U of T department Chair, hospital President/CEO, and Hospital Foundation President.

Hospital Foundation forwarded annual financial report to relevant U of T department Chair and hospital President/CEO.

# Step-by-Step Guideline & Checklist for Reviewing & Reappointing a Named Chair/Professorship Incumbent

## Guidelines

Eight months prior to the end of the incumbent’s term as Named Chair, the Hospital and relevant U of T Department in which the incumbent holds their primary academic appointment will receive an automated reminder that the term is ending and that arrangements should be made for a review of the incumbent, should the incumbent be considered for a subsequent term.

If the Named Chair incumbent is not being considered for a second term, a search committee should be established to carry out the recruitment and appointment of a new incumbent (see the [recruitment & appointment guidelines](#_Step-by-Step_Guideline_and) and [checklist](#_Checklist_1) for the recruitment process and requirements).

##### Reappointment for a third or further term

In exceptional cases, a third or further term may be considered on a case-by-case basis, subject to the approval of the Vice Provost, Relations with Health Care Institutions and a senior hospital official. Please email: [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca) for further information.

### STEP 1: Propose & obtain approval for the review committee membership

Membership of the review committee is drafted by the hospital in consultation with the relevant U of T department Chair, based on the following guidelines (plus any terms in the Named Chair agreement).

#### TASK 1: Compose a review committee

##### Review Committee Chair

To commence a review, a review committee Chair should be identified. The review Chair must hold a U of T academic appointment and be familiar with U of T academic appointment policies.

Before proceeding with the review process, the review Chair should consult the Named Chair agreement to determine any requirements related to the review as well as consider the requirements below.

##### Review committee membership requirements

The review committee requires the same committee membership composition, with the same considerations, as the search committee membership (see “[Search Committee Membership Requirements](#_Search_Committee_Membership)”).

##### ADDITIONAL GUIDELINES: Review of a Named Chair tied to a hospital leadership position

The process of reappointment to a hospital leadership position involves a major performance review by a committee established by the hospital President and CEO. Should the decision of the committee be to renew the incumbent’s leadership position, the Chair of the committee will arrange for a Named Chair reappointment letter using the “Template Letter of Initial Appointment/Reappointment” ([Appendix 2](#_APPENDIX_2:_Template)). A copy of the letter must be sent to: [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca).

#### TASK 2: Propose search committee for review & approval

The review Chair or relevant U of T department Chair submits the list of the proposed review committee membership using the online committee membership proposal at: <https://documents.med.utoronto.ca/Forms/NCSearchCommittee>, for decanal review and approval.

If there are any questions about the proposed review committee, the Temerty Faculty of Medicine’s HR office will contact the review Chair and/or relevant U of T department Chair.

Once the Dean has approved the membership, the review Chair and the relevant U of T department Chair are informed and the review committee may initiate the review process.

### STEP 2: Conduct the review

The purpose of the review process is to determine whether the Named Chair incumbent’s performance to date merits a second term as the Named Chair. Following approval of the review committee membership, the review committee carries out its own review, drawing heavily on internal personnel from outside the immediate department/division or hospital who are at arm’s length from the incumbent.

The review Chair leads the review process as follows:

* The review Chair (on behalf of the hospital and U of T), asks the incumbent to submit an end-of-term written report outlining activities/accomplishments and goals/plans as the Named Chair incumbent for a potential second term as Named Chair.
* The incumbent submits the end-of-term report and an up-to-date CV to the review Chair.
* The review committee considers the end-of-term report, collection of annual reports, and the up-to-date CV as part of the review process.
* The review committee interviews the incumbent, regardless of the review process followed.
* If a review report is produced by the committee or external reviewer, the incumbent is given the opportunity to provide written feedback to the review report.
* Where a third, or further, term is granted in exceptional circumstances for consideration see the “[Reappointment for a Third or Further Term](#_Reappointment_for_a)“ for additional review requirements.

### STEP 3: Recommend reappointment of incumbent

Where the review committee recommends reappointment of the incumbent, proceed with [Task 1](#_TASK_1:_Prepare) set out below

If, after the review, the committee does not support the reappointment of the incumbent, see the [additional guidelines](#_ADDITIONAL_GUIDELINES:_If) after Step 5.

#### TASK 1: Reconfirm incumbent continues to hold a U of T academic appointment

The review Chair and/or relevant U of T department Chair must confirm that the incumbent continues to hold an eligible U of T academic appointment (see [recruitment & appointment guidelines, Step 3, Task 1](#_TASK_1:_Confirm) above).

#### TASK 2: Prepare the written reappointment recommendation

The review Chair and/or relevant U of T department Chair prepares a written reappointment recommendation with the following documentation:

*Preferably as one PDF*

1. Letter of recommendation signed by the review Chair and/or relevant U of T department Chair addressed to the Vice Provost, Relations with Health Care Institutions. This letter will include the following details:
   1. Listing of review committee members (as previously approved by the Dean)
   2. A brief description of the review process (e.g. a description of the documentation provided to committee members; confirmation that the incumbent was interviewed; whether a written review report was produced and, if yes, confirmation that the incumbent had the opportunity to provide a written response to the report; summary of the committee’s reasons for recommending re-appointment; if members of the committee were unanimous in their selection – see [Step 2](#_STEP_2:_Conduct) above for review process)
   3. The requested reappointment term ([see “Term of Reappointment & Availability of Additional Terms” below](#_Term_of_Reappointment))
2. External review report, if one was produced
3. Incumbent’s up-to-date CV

*Preferably as a separate MS Word file*

1. Draft letter of reappointment on letterhead, unsigned (see “[Reappointment Letter](#_Reappointment_Letter)” below)

##### Term of reappointment & availability of additional terms

* A second five-year term will be available to an incumbent upon successful review at the end of a first term.

Third or further term

* Reappointments for a third or further term may be considered on an exceptional, case-by-case basis (see “[Reappointment for a Third or Further Term](#_Reappointment_for_a)” above).

##### Reappointment letter

The reappointment offer letter for a Named Chair position is prepared by the hospital and/or relevant U of T department Chair using the “Template Letter of Initial Appointment / Reappointment” ([Appendix 2](#_Appendix_2)).

For a Named Chair position tied to a hospital leadership position:

* The term of the Named Chair reappointment coincides with the term of the hospital leadership position.
* The letter of reappointment to the Named Chair position is separate from the letter of reappointment to the hospital leadership position.

#### TASK 3: Submit the written reappointment recommendation for review & approval

The review Chair or the relevant U of T department Chair submits the written reappointment recommendation using the online candidate recommendation at: <https://documents.med.utoronto.ca/Forms/NCHUCandidate> for Provostial review and approval.

If there are any questions about the recommendation, the Temerty Faculty of Medicine’s HR office will contact the review Chair and/or relevant U of T department Chair.

### STEP 4: Finalize & announce the reappointment

Once the Vice Provost, Relations with Health Care Institutions has approved the reappointment, the review Chair and the relevant U of T department Chair will be informed and the review Chair or designate should follow the [recruitment and appointment guidelines, step 4](#_STEP_4:_Finalize) to finalize and announce the reappointment.

### STEP 5: Annual reporting (as per Named Chair agreement)

The reappointed Named Chair incumbent should continue to submit annual reports ([see the recruitment and appointment guidelines, step 5](#_STEP_5:_Annual)).

#### ADDITIONAL GUIDELINES: If incumbent is NOT recommended for reappointment

#### TASK 1: Prepare and submit a written recommendation

If, after a review, the review committee’s recommendation is to recruit a new candidate, i.e. to not recommend the incumbent for reappointment, the review committee Chair and/or relevant U of T department Chair prepares the written recommendation with the following documentation:

*Preferably as one PDF*

1. Letter signed by the review committee Chair outlining the reason for not recommending the incumbent for reappointment. The letter should still include the approved review committee membership and a brief description of the review process (see “[Task 2: Prepare the Written Reappointment Recommendation](#_TASK_2:_Prepare_1),” item 1.ii.)
2. Written review report, if one was produced by the review committee and/or external reviewer
3. Incumbent’s up-to-date CV

The review Chair or the relevant U of T department Chair submits the written recommendation to [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca) for Provostial review and approval. If there are any questions about the recommendation, the Temerty Faculty of Medicine’s HR office will contact the review Chair and/or relevant U of T department Chair.

Following approval of the recommendation by the Vice Provost, Relations with Health Care Institutions, the recruitment for a new candidate must be conducted. A search committee should be established and submitted for Decanal approval. The review committee may re-purpose itself as the search committee. Upon Decanal approval of the search committee, the search committee can initiate the recruitment and appointment of a new candidate (see the [recruitment & appointment guidelines](#_Step-by-Step_Guideline_and) and [checklist](#_Checklist_1) for the recruitment process and requirements).

## Checklist

This checklist is for the reappointment of the Named Chair incumbent for a second term. In exceptional cases, a third or further term may be considered on a case-by-case basis, subject to the approval of the Vice Provost, Relations with Health Care Institutions and a senior hospital official (see “[Reappointment for a Third or Further Term](#_Reappointment_for_a)” for details).

STEP 1: Propose & obtain approval for the review committee membership

Review committee Chair, who must hold a U of T academic appointment and be familiar with U of T academic appointment policies, identified

Review committee membership drafted with minimum of 4 members (see “[Review Committee Membership Requirements](#_Review_Committee_Membership)”)

Review Chair/relevant U of T department Chair submitted draft committee membership for decanal approval using the online committee membership proposal webform at: <https://documents.med.utoronto.ca/Forms/NCSearchCommittee>

Review Chair and relevant U of T department Chair received notification of committee membership approval

STEP 2: Conduct the review

Review Chair led the review committee in carrying out review per review process (see [Step 2](#_STEP_2:_Conduct))

STEP 3: Recommend reappointment of incumbent

After review process and upon recommendation of the reappointment of the Named Chair incumbent, the review Chair/relevant U of T department Chair confirmed the incumbent continues to hold an eligible U of T academic appointment (see [Step 3, Task 1](#_TASK_1:_Reconfirm))

Review Chair/relevant U of T department Chair prepared a written reappointment recommendation (see [Step 3, Task 2](#_TASK_2:_Prepare_1)) and drafted reappointment letter (see “[Reappointment Letter](#_Reappointment_Letter)”)

Review Chair/relevant U of T department Chair submitted reappointment recommendation for Provostial review and approval using the online candidate recommendation at: <https://documents.med.utoronto.ca/Forms/NCHUCandidate> (see [Step 3, Task 3](#_TASK_3:_Submit_1))

Review Chair and relevant U of T department Chair notified of Provostial reappointment approval

##### Reappointment tied to a hospital leadership position (see “[Reappointment Letter](#_Reappointment_Letter)”)

Reappointment term dates of the Named Chair position and the hospital leadership position coincide

Named Chair reappointment letter is separate from hospital leadership position reappointment letter

STEP 4: Finalize & announce the reappointment

Review Chair issued approved and finalized letter of reappointment to incumbent for signature

Review Chair submitted copy of signed-back re-appointment letter to all U of T offices copied in the letter using the online appointment letter at: <https://documents.med.utoronto.ca/forms/NCSignedLetter>

Hospital, in collaboration with U of T, planned and made arrangements for public announcement of reappointment

STEP 5: Annual reporting (as per Named Chair agreement)

Named Chair incumbent submitted annual Named Chair activities report to the relevant U of T department Chair, hospital President/CEO, and Hospital Foundation President

Hospital Foundation forwarded annual financial report to relevant U of T department Chair and hospital President/CEO

##### ADDITIONAL GUIDELINES: If incumbent is NOT recommended for reappointment

(See [additional guidelines](#_ADDITIONAL_GUIDELINES:_If) for detailed instructions)

If the result of the review is to search for a new incumbent, the review committee Chair and/or relevant U of T department Chair prepared and submitted a written recommendation

Review Chair and relevant U of T department Chair notified of Provostial approval to proceed with a new search

Review Chair initiated search process, starting with drafting and proposing the search committee membership for decanal approval (see the [recruitment & appointment guidelines](#_Step-by-Step_Guideline_and) and [checklist](#_Checklist_1) for the recruitment process and requirements)

## APPENDIX 1: Sample Named Chair/Professorship Posting

*Ranks - Specialization, Named Chair Title*

**Full Professor – Adult Congenital Heart Disease, Ted Rogers Chair**

*Opening summary paragraph: Hospital & U of T departments, etc. as applicable; title of Named Chair; eligible academic appointment categories & ranks; appointment term & re-appointment conditions as applicable; application closing date & targeted start date*

The Ted Rogers Centre for Heart Research and the Peter Munk Cardiac Centre at University Health Network (UHN), a University of Toronto (U of T) teaching hospital, are seeking applicants for the inaugural Ted Rogers Chair in Adult Congenital Heart Disease. The successful candidate must already hold, or be eligible for, a full-time clinical (MD) or status-only academic appointment within the Temerty Faculty of Medicine, U of T, at the rank of Associate or Full Professor. The term of the Chair position is 5 years with the opportunity for one 5-year renewal following a successful review. Applications will be accepted until {Month DD, YYYY}, or until filled. Position start date is {Month DD, YYYY}, or a mutually agreed upon date.

As one of the Centre’s eight multi-million dollar endowed research Chairs, the Ted Rogers Chair in Adult Congenital Heart Disease will develop and lead research that supports multidisciplinary strategies to prevent, diagnose and treat patients with congenital heart disease with or at risk of heart failure. The role will involve active leadership, nationally and internationally, to advance research strategies to address heart failure across the lifespan of this rapidly growing population. The Chair holder will integrate, build and strengthen the existing team’s efforts, and champion collaborative and integrative research to build bridges between the Peter Munk Cardiac Centre at UHN, SickKids, and UofT. The Chair holder will also collaborate with and leverage the expertise of seven other Ted Rogers Research Chairs. Through research and scholarly activities, the Chair holder will position the Centre as a global leader in knowledge generation and translation in the area of heart failure in adult congenital heart disease.

*Nature of duties paragraph*

Applicants from a wide variety of backgrounds, with an international reputation in their field, are encouraged. We welcome applicants working in any research domain directly relevant to adult congenital heart disease, from basic molecular mechanisms to population health. The successful candidate must have a strong research focus and hold either an MD or a PhD in a related discipline with significant expertise in cardiovascular research. If a practicing clinician, they must hold or be eligible for licensure in the province of Ontario. The candidate’s excellence in scholarly achievement should be evidenced by international collaborations and peer-reviewed publications in leading journals. A track record of collaborative science, productivity, excellence and leadership is essential.

*Qualifications paragraph: e.g. education, training, and experience*

*Include language of (demonstrated) “excellence”*

The Chair holder’s remuneration will be commensurate with qualifications and experience. The Chair will be based at the University Health Network, and if the Chair holder is a clinician, he/she is expected to become a member of the UHN academic practice plan and will be entitled to additional support commensurate with academic and clinical activities.

*Remuneration details paragraph: salary and benefits (salary range may be specified)*

Applications will be accepted until {Month DD, YYYY}, or until the position is filled. Interested candidates should submit a letter of interest, three letters of reference and curriculum vitae via e-mail to:

*Application details paragraph: application deadline, how to apply, and contact person & submission details*

{Full Name of Search Chair}  
{Position Title}, {Organization}

c/o {Hospital/U of T Administrative Contact supporting the search}  
{Position Title}, {Organization}   
{email of Hospital/U of T Administrative Contact}

The Ted Rogers Centre for Heart Research, launched in 2014, represents an unprecedented combined investment of $270 million focused on addressing heart failure across the lifespan. Created by an extraordinary donation of $130 million from the Rogers family, and contributions totaling $140 million from its three founding partners, Hospital for Sick Children (SickKids), UHN and UofT, the Centre has embarked on an ambitious research program focusing on three major themes: Cardiac Precision Medicine, Excellence in Heart Function and Translational Biology and Engineering. For more information regarding the Centre see [www.tedrogersresearch.ca](http://www.tedrogersresearch.ca).

*Employment equity statement (mandatory)*

*Here, the U of T statement has been modified to include the Hospital(s)*

*(Recommended)  
Hospital division/centre, and/or University department, division descriptions*

The University Health Network, Ted Rogers Centre for Heart Research, and University of Toronto are strongly committed to diversity within its communities and especially welcomes applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

*ESDC statement (mandatory)*

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

**NOTE:**

This sample meets U of T job ad requirements but may not meet all ESDC requirements for the purposes of submitting a LMIA/LMO when hiring a foreign national. Please seek the advice of either the Hospital’s HR or an immigration lawyer if the committee is strongly open to considering foreign nationals.

## APPENDIX 2: Template Letter of Initial Appointment/Reappointment – **Hospital-University** Named Chair/Professorship

{ON LETTERHEAD}

{Date}

{Recommended Candidate’s Full Name}  
{Recommended Candidate’s Address}

Dear {Recommended Candidate’s Name},

**Re: Appointment to the {Name of Named Chair/Professorship}**

On the advice of the senior leadership of {Hospital} and the University of Toronto (U of T), and with the approval of the Vice Provost, Relations with Health Care Institutions, U of T, I am pleased to offer you an appointment as the {Name of Named Chair/Professorship}, a Hospital-University {endowed/limited term} Named {Chair/Professorship} for an initial five-year term, beginning {Start Date} and ending on {End Date}. {[*If the Named Chair is tied to a leadership position, add the following sentence:*] The term of the Named Chair will coincide with the term of the {name the Hospital and/or U of T} leadership position{s}.}

{[*If this is an initial appointment, use this paragraph, otherwise delete:*]} This appointment is renewable for a second {five-year term [*if Named Chair*] / five-year term [*if Named Professorship*]} following a successful review at the end of your first term {[*if a limited term* Named Chair*/Professorship, add this:]* and availability of funding}, as per the [*Policy on Endowed and Limited Term Chairs, Professorships, and Distinguished Scholars and Program Initiatives*, U of T](https://governingcouncil.utoronto.ca/secretariat/policies/endowed-and-limited-term-chairs-professorships-distinguished-scholars-and).

{[*If this is a reappointment for a 2nd term, use this paragraph, otherwise delete.* *If, as a general guideline, the Hospital will allow the granting of a third or further term – the following sentence is inserted:*]} The decision to grant an incumbent a third or further term will be made on a case-by-case basis jointly by a relevant senior Hospital official and the U of T Vice Provost, Relations with Health Care Institutions, in consultation with the relevant U of T department Chair (where applicable). The possibility of reappointment to a further term will be subject to a successful review at the end of this reappointment term {[*if a limited term Named Chair/Professorship, add this:*] and availability of funding}. {[*Insert any other relevant terms and conditions if specified in the Named Chair/Professorship agreement or Hospital guidelines.*}

This Named {Chair/Professorship} appointment is contingent upon the maintenance of an active, eligible academic appointment at the U of T and does not replace your current U of T academic appointment, which remains governed by the relevant U of T policies and procedures. Any questions or concerns about your U of T academic appointment should be directed to the U of T department Chair where you hold your primary academic appointment (you may email [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca) for the contact information).

As the Named {Chair/Professorship} incumbent, the Named {Chair/Professorship} agreement requires you to submit an annual report of your teaching and research activities as the {Name of Named Chair/Professorship}to the U of T department Chair where you hold your primary academic appointment, the {Hospital} President and CEO (or delegate), and the {Hospital Foundation} {[*if Named Chair/Professorship agreement requires it, add the following:*] for the donor}.

As the Named {Chair/Professorship} incumbent, you will also acknowledge in all publications, lectures, and any other activities supported through the Fund that you hold the {Name of Named Chair/Professorship}, a joint Hospital-University Named {Chair/Professorship} between the University of Toronto, the {Hospital}*,* and the {HospitalFoundation}.

{[*As a separate paragraph, Hospital to add other relevant details – e.g. financial arrangements relative to the Named Chair appointment*]}.

I am delighted to offer you this prestigious appointment. Please sign below to indicate your acceptance and return a copy of this letter to me.

Yours sincerely,

{Full Name of Hospital Signing Authority}  
{Title(s) of Signing Authority}

Cc: {Hospital & Hospital Foundation Individuals & Offices as appropriate}

Temerty Faculty of Medicine, U of T –  
{Full Name of U of T department Chair where recommended candidate holds Primary U of T Academic Appointment, Primary U of T Department Name}  
Meg Connell, Director, Office of the Dean   
Jeremy Knight, Director, Office of the Vice Dean, Research & Innovation  
Darina Landa, Executive Director, Office of Advancement  
Medicine Named Chairs Administrator, Human Resources

I accept the appointment as the {Name of Named Chair/Professorship} under the terms described above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{Recommended Candidate’s Full Name} Date

1. In a limited number of circumstances, a Named Chair or Professorship is associated with an academic unit that is not a University Department headed by a Chair. In such cases, the head of the unit would assume the Department Chair responsibilities referenced in this document. [↑](#footnote-ref-1)