



Continuing Appointment Review (CAR) Process 2021 Instructions & Required Documentation for Full Time Clinical Faculty

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

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. Viola Antao	Associate Professor	Committee Chair
Dr. Jeff Bloom	Assistant Professor	Member
Dr. Michael Kates	Assistant Professor	Member
Dr. Anthony D'Urzo	Associate Professor	Member
Dr. Sheldon Cheskes	Associate Professor	Member
Dr. Judith Peranson	Assistant Professor	Member

Declaring Conflict of Interest (Time Sensitive)

You must review the CAR Committee Membership list above, and complete the Conflict of Interest (COI) webform (**link in the 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. If you are unsure whether there is a conflict, please state your concerns in the Comments section. The Chair will work with you to determine if there is a conflict and 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 – due date stated in email). 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 onto your COI webform in order for it to match 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

2. Application form

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

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

- A letter of support template has been provided for your Chief/Division Head
- The letter should reflect your academic contributions, future activities, and include a statement of support
- 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
- Should be addressed to your Chief/Division Head
- Can be solicited by the **appointee** or **hospital administrator**
- Should speak to your academic impact/activities
- Original copy is not required
- Should be printed on letterhead, signed (electronically is fine), with full signature block

**ALL FORMS & TEMPLATES CAN BE DOWNLOADED ON OUR WEBSITE
(under “Resources and Templates”):**

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

*Important Note for Divisions	
Division of Emergency Medicine	<p>If you are a faculty member under 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 EM Site Chief/Academic Lead 2) Another letter of support from EM Division Chief, Dr. Eric Letovsky <ul style="list-style-type: none"> ○ To solicit this letter, please contact Dr. Letovsky’s assistant: Hersh Pandya Hersh.Pandya@trilliumhealthpartners.ca <p>As *2 Chief letters* are included, no additional reference letter is required (you may choose to – but not mandatory).</p>
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 Palliative Care administrator at: dfcm.divisionpalliative@utoronto.ca

STEPS & SUBMISSION INSTRUCTIONS

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

1. **Speak with your Chief** to discuss the CAR package, required documents and timeline
2. Identify and solicit a **reference letter**. It should speak to your impact in teaching or scholarship/academic activities (can be solicited by you, or your hospital administrator)
 - Note: for EM Division with 2 Chief letters, this is not required.
3. **Collate all the required documents** and make sure you're not missing anything.
 - Save them in PDF format, and combine them into **ONE PDF DOCUMENT TITLED: Lastname_Firstname_CAR2021**
4. **Final Step:** submit your application in the following format:

Please submit your documents combined into ONE PDF titled "Lastname_Firstname_CAR2021" 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
3	CV
4	Letter(s) of Reference (not required for EM Division faculty with 2 Chief ltrs)
Once combined, use the link provided in your email to upload your PDF. Submission Deadline: FRIDAY MAY 14, 2021	

Once you submit your application:

1. Your application will be brought to the **DFCM CAR Committee** this spring for their review and support. The committee's recommendation is submitted to the DFCM Chair.
2. 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.
3. HR and the Dean/Dean's Delegate will review your application. Once the Dean approves, the DFCM will be informed.
4. **The DFCM will write to the appointee** congratulating them on their transfer to a continuing annual renewal status. Their Chief/Division Head will be copied.
5. A DFCM internal administrative process is completed to update all appropriate records.
6. 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?
 - 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. They are two completely separate processes.

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

Email: dfcm.promotion@utoronto.ca