

Terms of Reference
Department of Medicine Department Appointment Committee (DAC)
University of Toronto, Toronto Ontario

Purpose: The Department Appointment Committee (DAC) serves as an advisory Committee to the Chair of the Department of Medicine (DoM) at the University of Toronto for all matters concerning Faculty Appointments and Junior Promotion (promotion from Lecturer to Assistant Professor).

Membership of Department Appointment Committee

- The Chair of the DAC shall be a full time clinical faculty member of the U of T DoM at the rank of full professor.
- The DoM representative on the Faculty Appointment Advisory Committee (FAAC) will be a non-voting member of DAC and cannot serve as DAC Chair.
- The Committee will be supported by the DoM Appointments Office.
- The DAC membership will be representative of the DoM faculty (gender, rank, academic position description, full time/part time/adjunct faculty) and comprised of at least 8 members (+ FAAC rep) with a quorum at 5 voting members.
- The DAC Chair will be appointed by the Chair with input from the PICs (Physicians in Chief) of the fully-affiliated University of Toronto teaching hospitals. The term of the Chair will be for three (3) years once renewable and the Chair will receive an annual stipend for his/her role. The DoM Chair may serve as DAC Chair; if this is the case, no stipend will be provided.
- The Committee members at large will be appointed for a three (3) year term once renewable. Where necessary, appointments may be staggered or of shorter length to limit a large number of term completions and turn over by the membership.
- Members are responsible for familiarizing themselves with the policies and procedures applicable to appointment and junior promotion for clinical faculty <http://live-deptmed.pantheonsite.io/clinical-faculty-academic-appointments>

Roles and Responsibilities of the Department Appointment Committee

- The Committee serves to review all candidates for appointment to the DoM and for Junior Promotion.
- Independent committee member reviews will be conducted for each candidate for full time (3 reviews), part time (2 reviews), and adjunct clinical faculty appointment (1 review); all candidates for Junior Promotion will be reviewed independently by 2 committee members.
- At monthly committee meetings, each candidate will be presented and discussed by the reviewers, followed by general committee questioning and development of a consensus recommendation to the Chair based on a majority vote.
- Upon satisfactory review by the DAC, the DoM Chair recommends the candidate for appointment to the Dean, Faculty of Medicine and the Faculty Academic Appointment Committee.

July 21, 2016