

Quick Guide - Continuing Faculty Appointment Review (CFAR)

Department of Medicine | University of Toronto

What is CFAR?

CFAR is a mandatory review for all new full-time clinical faculty approximately at the end of their 3-year probationary period. It is a structured 'check-in' to confirm that you have met the terms of your appointment (as outlined in your Academic Planning Document) and to identify any barriers to your academic success.

A successful CFAR converts your appointment from probationary to continuing status.

Who Must Complete CFAR?

- All new full-time clinical (MD) faculty in the Department of Medicine
- Triggered at the end of Year 3 (up to Year 5 with approval) of your **full-time appointment**
- Part-time and adjunct clinical faculty are NOT subject to CFAR
- Delays may be requested for extended leaves (e.g., parental, medical leave)

What Is Evaluated?

Professionalism	Compliance with University, Faculty of Medicine, and CPSO codes of conduct
Teaching	Quality and quantity appropriate to your academic position description (CT, CQI, CE, CI, CS, AC)
Scholarship / CPA	Productivity in research or CPA, based on your position description and rank at appointment
Academic Planning Document	Progress toward the goals set out at appointment

Scholarship & Teaching Expectations by Position Description

Scholarship expectations also depend on rank at appointment —see the DoM website for the full breakdown by rank.

Position	Formal Teaching	CPA	Research
Clinician Teacher (CT)	<p style="text-align: center;">20% time</p> <p>Required Formal teaching: 40–50 hrs/yr UG MD & PG trainees (clerkship, seminars, academic advisor, CPD programs).</p>	<p>Optional Curriculum development, novel approaches to teaching/education</p>	Not required
Clinician QI (CQI)	<p style="text-align: center;">20-30% time</p> <p>Required Formal teaching: 15–30 hrs/yr QI-related teaching (M&M rounds, seminars, lectures, exams, supervision of learner projects) + non-QI teaching</p>	<p>Required Leadership in at least 1 QI project with evidence of impact outside of local setting OR intellectual contribution to several QI projects over 3 year period</p>	Not required
Clinician Educator (CE)	<p style="text-align: center;">20-30% time combined w research</p> <p>Required 15–30 hrs/yr Multiple learner levels (graduate teaching, supervision of learner projects), Seminars, lectures, exams, CPD</p>	<p>Optional Curriculum development, novel approaches to teaching/education</p>	<p style="text-align: center;">20-30% time combined w teaching</p> <p>Required At least 1 first or senior author peer reviewed paper and at least 2 co-authored papers with evidence of impact outside local setting over 3 year period OR education leadership with education CPA activities with evidence of impact outside local setting</p>
Clinician Investigator (CI)	<p style="text-align: center;">~45% time combined w research</p> <p>Required 15–30 hrs/yr Graduate teaching; thesis committee member; UG MD seminars/lectures; learner research supervision</p>	<p>Optional Typically research-area of interest related</p>	<p style="text-align: center;">~45% time combined w teaching</p> <p>Required At least 1 first or senior author peer reviewed paper per year and at least 2 co-authored peer-reviewed papers per year over 3 year period with evidence of impact outside of local setting Not expected to hold peer-reviewed operating grants as PI.</p>
Clinician Scientist (CS)	<p style="text-align: center;">70% time combined w research</p> <p>Required</p>	<p>Optional Typically research-area of interest related</p>	<p style="text-align: center;">70% time combined w teaching</p> <p>Required</p>

	Graduate course instruction; supervision of graduate students, supervision of learner research projects, academic half-day; CPD		PI on at least 1 peer reviewed operating grant and 2-3 first or senior authored peer-reviewed papers per year over 3 year period with evidence of impact outside of local setting
Academic Clinician (AC)	5% time Required Formal teaching: interdisciplinary clinical team sessions, CPD, rounds, scholarly work related to care provision	Not applicable	Not applicable

Required Documentation (All Candidates)
Focused on high quality, up-to-date CV; clear documentation of scholarly & teaching contributions since appointment

CFAR Candidate Summary	Candidate Summary document is a fillable Word file. Relevant data (e.g. publications, grants, teaching activity) are captured within the structured tables of the Candidate Summary. (Elements-generated reports may be used as an alternative)
Candidate Dossier Checklist	Position-specific checklist (CT, CQI, CE, CI, CS) — available on DoM website
Curriculum Vitae	Covering period from initial appointment; including narrative sections for Teaching, Research, CPA
Teaching Evaluations	MEDSIS: submitted by candidate; POWER: collected by department; Use MyTE for on-the-go teaching
Appendices (up to 5 pages)	Additional teaching effectiveness or scholarship documentation; summarize extra scores in a table — no multi-page graphs
COI Declaration	Via webform, within 2 weeks of receiving review committee membership

Also, obtained by the department (not submitted by candidate): Original Academic Planning Document; PIC and DDD written evaluations.

NOT permitted: Letters of reference, testimonials, emails, personal communications, or documents with patient health identifiers.

CV Platform: Elements

WebCV was decommissioned on April 1, 2026. All faculty should now use Elements to generate their academic CV and required reports. Simple Word documents are also acceptable provided they are in the DoM format.

What is Elements?	The University of Toronto's academic CV and reporting platform, replacing WebCV. Available to all full-time DoM faculty with a primary appointment in the department.
Login	utoronto.elements.symplectic.org
Resources & guides	medit.med.utoronto.ca/elements — includes FAQs, user guides, CPA Management Checklist, and the TFoM CPA Report data entry guide
CPA in Elements	Elements now includes the TFoM Creative Professional Activities (CPA) report. CPA contributions must be integrated into the CV Report — do not submit the standalone CPA Report export.
Delegate access	You can grant access to an administrative assistant via the Elements delegate portal
Help	elements.med@utoronto.ca

Process & Timeline

CFAR review is completed in 2 cycles (spring/fall) based on the date that full-time appointment began; exact submission deadlines change each year. The candidate must submit documents to DDD approximately 3 months prior to DoM. CFAR materials will be submitted via individual SharePoint folders. For details: <https://deptmedicine.utoronto.ca/process-timeline-and-expectations>

Review	CFAR Committee (16–20 senior faculty) — primary & secondary reviewer per candidate
Outcome	Recommendation to Chair → Chair's letter to Dean → candidate, PIC, and DDD notified
Appeal	Per the Procedures Manual for the Policy on Clinical Faculty

Key Tips

- Track all teaching activities from Day 1 — don't wait until Year 3, get involved in regular/recurrent formal teaching activities
- Register with POWER and Medsis early; use MyTE for teaching not captured by these systems
- Meetings with your DDD and PIC are mandatory — they directly inform the review letters submitted on your behalf
- Meet with your mentor and hospital DH regularly
- Address any problematic evaluations proactively in your teaching philosophy
- For CI/CS: include journal impact factors with all publications and ensure your ORCID or Google Scholar page is up to date; Research Awards Data Summary is generated via Elements
- For CQI: CPA statement and integration into CV are required — do not leave this as optional
- Contact dom.cfar@utoronto.ca with any questions