



## Named Chairs and Professorships: A Guide to the Appointment Approval Process

The purpose of this document is to outline the process for obtaining approval for Named Chair/Professorship appointments held in the Faculty of Medicine. This guide outlines Faculty of Medicine procedures in accordance with University policy. For information on relevant University policy see the *Policy on Endowed and Limited Term Chairs, Professorships, Distinguished Scholars and Program Initiatives, Guidelines for the Selection and Approval of Named Chair Appointments*, and the *Academic Administrative Procedures Manual*.<sup>1</sup> For questions related to this guide, please contact the Office of the Vice-Provost, Relations with Health Care Institutions (VP-RHCI) at [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca).

### General Guidelines

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- Named Chair/Professorship appointments are a type of academic appointment and as such are approved by the Vice-President and Provost or designate and subject to University policies and procedures.
- Individuals holding a Named Chair/Professorship must have a U of T academic appointment, normally at a senior rank.<sup>2</sup>
- An individual cannot hold more than one Named Chair concurrently.<sup>3</sup>
- Named Chair terms are normally for five years and Professorship terms for three years. Terms are normally renewable once, contingent on a successful review and, in the case of limited term Chairs/Professorships, on availability of funding.<sup>4</sup>
- The agreement outlining the terms of a Named Chair/Professorship must be finalized by the University Advancement office and signed by all parties prior to the initiation of a search.
- The name of the Chair/Professorship must be approved by Governing Council in accordance with the University's *Policy on Naming*.<sup>5</sup>

### Terms Specific to Individual Chairs and Professorships

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Before submitting a search or review committee membership for approval, the committee Chair consults the Named Chair/Professorship agreement to determine any requirements related to the appointment. For example:

- Is the Chair or Professorship tied to a hospital or academic leadership position?
- Are there requirements relating to search or review committee composition, the terms of the appointment, the type of research to be undertaken?
- Is the appointment a *Hospital-University* Named Chair/Professorship or a *University* Named Chair/Professorship? Consult Table 1 below.<sup>6</sup>

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<sup>1</sup> See the following links:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/endedowed.pdf>

<http://www.provost.utoronto.ca/policy/chairs.htm>

<http://aapm.utoronto.ca/endedowed-chairs-professorships-distinguished-scholars-and-program-initiatives>

<sup>2</sup> For additional information, see the *Policy on Endowed and Limited Term Chairs, Professorships, Distinguished Scholars and Program Initiatives*.

(<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/endedowed.pdf>)

<sup>3</sup> Under exceptional circumstances approval to hold more than one Named Chair may be granted by the Vice-President and Provost or designate.

<sup>4</sup> Decisions to grant a third or further term are made on a case-by-case basis as specified in the Chair agreements.

<sup>5</sup> See <http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppoct2419996.pdf>.

Table 1. Categories of Named Chairs/Professorships

Hospital-University Named Chairs/Professorships	University Named Chairs/Professorships
<p>Funds are held by the Hospital Foundation and agreements (in most cases) signed by:</p> <ul style="list-style-type: none"> <li>• The Hospital</li> <li>• The University</li> <li>• The Hospital Foundation and/or the Donor</li> </ul>	<p>Funds are held by the University and agreements (in most cases) signed by:</p> <ul style="list-style-type: none"> <li>• The University</li> <li>• The Donor</li> </ul>

## Steps in the Approval and Appointment Process

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This section outlines the administrative processes involved in requesting approval for committee membership and, once the committee has conducted a search/review, for (re)appointment to a Named Chair/Professorship.

### Step 1. Obtain approval for search or review committee membership

#### Instructions

After consulting these guidelines, the committee Chair or designate completes the relevant table below and sends it to the Dean, Faculty of Medicine (via [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca)) for review and approval. Once the committee is approved, the committee Chair may initiate the search or review. If searching for a new candidate the Chair is reminded to follow all standard University policies and procedures that apply to the recruitment of a new appointee.<sup>7</sup>

#### General guidelines

The Chair of the search/review committee should ensure that the committee composition fulfills the following criteria:

- The committee is composed of a diverse membership. In accordance with University policy and practice, search committees are required where possible to include both men and women, members of visible minorities, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.
- There is equal University and Hospital representation on Hospital/University Chair committees.
- Each member of the committee is assigned one role only.
- Donors do not serve as voting members of the selection committee as per *Guidelines for the Selection and Approval of Named Chair Appointments*.

#### Hospital-University Named Chairs/Professorships tied to a leadership position – additional guidelines

- The search or review committee for the leadership position may also serve as the committee for the Named Chair; however, the Dean must provide separate approval of the Named Chair/Professorship committee prior to the initiation of the search or review.
- As per the University affiliation agreements with the Hospitals, committees for the appointment of a Chief of a Medical clinical department include both the Dean of the Faculty of Medicine or her/his representative and the

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<sup>6</sup> Special administrative procedures apply when funds are held by both the University and the Hospital. Please contact the Office of the VP-RHCI for further details.

<sup>7</sup> See the Recruitment section of the *Academic Administrative Procedures Manual* (<http://aapm.utoronto.ca/recruitment>). Also, as specified in the *Guidelines for the Selection and Approval of Named Chair Appointments*, advertisements must note the name of the Named Chair/Professorship as approved by Governing Council as well as any academic terms and conditions. Committee Chairs are also reminded to be aware of legislation relevant to the recruitment of physicians who are not Canadian citizens or permanent residents of Canada. Hospitals and research institutes conducting international searches may also wish to consult with their HR offices and/or an immigration lawyer.

Department Chair or her/his delegate. Committees for the appointment of Heads of Divisions and Directors of Specialties of a medical clinical program include the Department Chair (or delegate).

- If a Named Chair candidate will concurrently be appointed Chief of a Hospital clinical program and Chair of a University clinical department, the hospital's Board of Directors/Trustees is invited to propose two representatives on the search committee.

### Named Chair/Professorship search or review committees

Table 2. Hospital-University Named Chair/Professorship committees

Committee Role	Name	Title / Academic Rank and Department
Chair (must have U of T faculty appointment)		
Dean's delegate/relevant U of T Dept. Chair		
Hospital representative(s)		
University representative(s)		
Additional members (please specify role)		

Table 3. University Named Chair/Professorship committees

Committee Role	Name	Academic Rank	University Department
Dept. Chair as committee Chair <sup>8</sup>			
Vice-Dean, Research and Innovation or other delegate as the Dean's representative			
Senior faculty member			
Senior faculty member			
Senior faculty member			
Senior faculty member appointed to a different department			
Additional members (please specify role)			

## Step 2. Recommend a candidate for appointment/reappointment

After confirming that the candidate selected by the committee holds a U of T academic appointment,<sup>9</sup> the Chair of the search/review committee (or designate) submits the following items for review and approval to the Vice-Provost, Relations with Health Care Institutions by completing a web form on the Named Chairs Database (via <https://documents.med.utoronto.ca/forms/nchucandidate>):

<sup>8</sup> University Named Chairs/Professorships are usually situated in a particular department, in which case the Department Chair serves as committee Chair. When the Named Chair is not held in a particular department or if the Named Chair recipient is the Department Chair, either the Vice-Dean, Research and Innovation (VDRI) or the Dean generally serves as committee Chair. Please contact the Office of the VP-RCHI for additional information.

<sup>9</sup> If the candidate does not currently have an academic appointment, the appropriate Department Chair may 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/Professorship approval.

1. A letter of recommendation/nomination signed by the committee Chair that includes the following details:
  - the search/review committee members (as previously approved)
  - a brief description of the selection/review process (e.g. how the position was advertised; how many candidates applied (if applicable); a description of the documentation provided to committee members; if members of the search/review committee were unanimous in their selection)
2. The candidate's c.v.
3. A draft letter of appointment on letterhead. Customize the relevant template (see Appendices 1 and 2, attached) to provide necessary particulars as indicated by square brackets in the template. Revise the template for reappointment if applicable. For limited term Named Chairs/Professorships, add that the appointment is renewable depending on availability of funding.

N.B. University Named Chair/Professorship appointments require final approval from the Office of the Vice-President and Provost and this is coordinated by the Office of the VP-RHCI.

### Step 3. Finalize the appointment

Upon receiving notice of approval from the Office of the VP-RHCI, the committee Chair or designate:

1. sends the approved and finalized letter of appointment to the successful candidate for signature.
2. emails the signed letter of appointment to those who have been copied on the letter.

Once finalized, the appointment can be announced through the appropriate departmental/hospital channels.

## Annual Reporting

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Individuals holding Named Chairs or Professorships submit annual reports of their research activities.

Holders of Hospital-University Named Chairs/Professorships normally send reports to the President of the Hospital Foundation, the Chair of the University Department in which they hold their primary University appointment, and the Hospital President CEO or delegate.

Holders of University Named Chairs/Professorships normally send reports to the Dean, Faculty of Medicine, the Chair of the Department in which they hold their primary University appointment, and the Faculty of Medicine Advancement office.

Any reporting requirements unique to individual Chairs/Professorships will be specified in the Chair/Professorship agreement as well as in the letter of appointment.

## Review and Renewal

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Six months prior to the end of the current incumbent's term, the Hospital (in the case of Hospital-University Chairs) or the University Department/unit (in the case of University Named Chairs) will receive an automated reminder from the Named Chairs Database. At that time, please revisit these guidelines as well as the relevant Named Chair/Professorship agreement and prepares for either a review of the current incumbent's term or a search for a new candidate.

## Appendix 1. Template Letter for Hospital-University Named Chairs/Professorships

**[DATE]**

**[APPOINTEE'S ADDRESS]**

Re: Appointment to the **[NAMED CHAIR]**

Dear **[NAME]**,

On the advice of the leadership of **[HOSPITAL]** and the University of Toronto and with the approval of the Vice Provost, Relations with Health Care Institutions, I write to offer you an appointment to the **[NAMED CHAIR]**, a Hospital-University **[Named Chair/Limited Term Named Chair]** for a five-year term,<sup>10</sup> beginning **[DATE]** and ending on **[DATE]**. This appointment is renewable for a second five-year term following a favourable review as per the Policy on Endowed and Limited Term Chairs, Professorships, Distinguished Scholars and Program Initiatives.<sup>11</sup> **[Insert any relevant terms and conditions if specified in the Chair/Professorship agreement.]**

This appointment does not replace your current academic appointment at the University of Toronto, which remains governed by the relevant University policies and procedures.

As the Chair incumbent, you are required to submit an annual report of your teaching and research activities to the Chair of the Department where you hold your primary University appointment, the **[HOSPITAL NAME]** President and CEO (or delegate), and the **[HOSPITAL NAME]** Foundation. Also, in all publications, lectures, and any other activities supported through the Fund you will acknowledge that you hold the **[NAME OF CHAIR]**, which is a joint project with the University and the Hospital.

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

Yours sincerely,

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**[NAME OF SIGNING AUTHORITY]**

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I accept the **[NAME OF CHAIR]** under the terms described above.

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**[NAME OF CHAIR RECIPIENT]**

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**Date**

cc. **[CHAIR OF DEPT. WHERE CHAIRHOLDER HOLDS PRIMARY U OF T APPOINTMENT]**

Meg Connell, Director, Office of the Dean, Faculty of Medicine **[meg.connell@utoronto.ca]**

Elizabeth Fragnelli, Manager, Research Administration and Operations, Office of the Vice Dean Research and International Relations **[elizabeth.fragnelli@utoronto.ca]**

Darina Landa, Acting Executive Director, Office of Advancement, Faculty of Medicine **[darina.Landa@utoronto.ca]**

Johanne Provençal, Assistant Vice-Provost, Health Sciences Sector **[medicine.namedchairs@utoronto.ca]**

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<sup>10</sup> Three years in the case of Professorships.

<sup>11</sup> For Limited Term Named Chairs add: "and depending on availability of funding."

## Appendix 2. Template Letter for University Named Chairs/Professorships

[DATE]

[APPOINTEE'S ADDRESS]

Re: Appointment to the [NAMED CHAIR] at the University of Toronto

Dear [NAME],

With the approval of the Vice-President and Provost and the Dean of Medicine, I write to offer you an appointment to the [NAMED CHAIR] [a Named Chair/Limited Term Chair] at the University of Toronto for a five-year term,<sup>12</sup> beginning [DATE] and ending on [DATE]. This appointment is renewable for a second five-year term following a favourable review as per the Policy on Endowed and Limited Term Chairs, Professorships, Distinguished Scholars and Program Initiatives.<sup>13</sup> [Insert any relevant terms and conditions if specified in the Chair/Professorship agreement]

This appointment does not replace your current academic appointment at the University of Toronto, which remains governed by the relevant University policies and procedures.

As the Chair incumbent, you are required to submit an annual report of your teaching and research activities to the Dean, Faculty of Medicine, the Chair of the Department in which you hold your primary University appointment, and the Faculty of Medicine Advancement office. Also, you will acknowledge in all publications, lectures, and any other activities supported through the Fund that you hold the [NAME OF CHAIR] at the University of Toronto.

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

Yours sincerely,

\_\_\_\_\_  
[NAME OF SIGNING AUTHORITY]

\_\_\_\_\_  
I accept the [NAME OF CHAIR] under the terms described above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

cc: [CHAIR OF DEPT. WHERE CHAIRHOLDER HOLDS PRIMARY UNIVERSITY APPOINTMENT]

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<sup>12</sup> Three years in the case of Professorships.

<sup>13</sup> For Limited Term Named Chairs add: “and depending on availability of funding.”