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| University  Named Chairs & Professorships | GUIDELINES   * Establishing a new Named Chair/Professorship * Recruiting & Appointing a Named Chair/ Professorship * Reviewing & Reappointing a Named Chair/ Professorship |

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# Introduction to the Appointment, Reappointment, and Review of 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 University Chairs/Professorships, where funds are fully held at U of T.

The establishment of a Named Chair/Professorship by U of T 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 University Named Chair/Professorship requires consultation, coordination, and agreement between the donor, 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 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 Dean of Medicine and the Vice President and Provost or designate.
* 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 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 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) must confirm that the proposed Named Chair position is consistent with U of T academic plans, objectives and mission.

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

The Medicine Advancement team, develops and establishes a formal Named Chair agreement:

* The draft agreement is drawn up in consultation with the U of T Counsel, and the Donor.
* Approval of the draft agreement by the U of T Counsel, and the Dean is required before any parties sign the agreement.
* Once the draft agreement is approved by all parties, it is signed by the Donor, the Dean, and the U of T Counsel arranges for signature by the U of T Vice-President, Advancement.

### 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 U of T’s *Policy on Naming* is 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.

##### Renaming of an established Named Chair

Requests for name change of a previously approved Named Chair requires U of T Governing Council approval. Requests are to be submitted by Medicine Advancement to the U of T Counsel office to facilitate the approval process.

### 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 U of T Governing Council

# Step-by-Step Guideline 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 relevant U of T department Chair[[1]](#footnote-1), 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

The search Chair is normally the department Chair and must 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:

* Vice Dean or other delegate as the Dean’s representative
* 2 to 4 senior faculty members including one from a different department
* 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 University leadership position

Where the Named Chair is tied to a University leadership position (e.g. Department Chair), the search committee performs a dual role. It is assumed that an individual with the stature and qualifications to be appointed to a University leadership position also has the stature and qualifications to be the Named Chair holder.

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

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

The search 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.

Once the Dean has approved the membership, the search Chair is 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, all standard University 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. Any costs of advertising are the responsibility of the relevant department.

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.

### STEP 3: Recommend a candidate

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

The search Chair must confirm that the recommended candidate holds an eligible U of T academic appointment. If the candidate does not hold an academic appointment, the appropriate U of T department Chair will need to follow the normal process for an academic appointment. Note that 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 prepares a written appointment recommendation with the following documentation:

*Preferably as one PDF*

1. Letter of recommendation signed by the search Chair addressed to the Dean of Medicine. 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](#_Term_of_Appointment))
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 University leadership position

Once the search committee membership selects a candidate for the University 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_1)).

##### First appointment term

* The first term of a Named Chair/Professorship position is five years

Second and further term(s)

* See “Review & Reappointment of a Named Chair/Professorship Incumbent, Step 3” ([below](#_STEP_3:_Recommend)) regarding additional terms as Named Chair.

##### Appointment letter

The appointment offer letter for a Named Chair position is prepared by the search Chair using the “Template Letter of Initial Appointment / Reappointment” ([Appendix 1](#_Appendix_1)).

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

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

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

The search Chair submits the written appointment recommendation using the online candidate recommendation form at: <https://documents.med.utoronto.ca/Forms/NCUCandidate> for the Dean’s review and approval.

If there are any questions about the recommendation, the Temerty Faculty of Medicine’s HR office will contact the search Chair.

### STEP 4: Finalize & announce the appointment

Following the approval of the appointment by the Dean and by the Vice President and Provost or designate, the search Chair is 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 may be made by the relevant U of T department.

### 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. 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.

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

## Guidelines

Eight months prior to the end of the incumbent’s term as Named Chair, the 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_for) 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 Dean of Medicine and the Vice President and Provost or designate. 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 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

To commence a review, the relevant department Chair should consult the Named Chair agreement to determine any requirements related to the review as well as consider the requirements below.

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)”).

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

The review 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 is 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 on internal personnel from outside the immediate department who are at arm’s length from the incumbent.

The review Chair leads the review process as follows:

* The review Chair 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, 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 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 prepares a written reappointment recommendation with the following documentation:

*Preferably as one PDF*

1. Letter of recommendation signed by the review Chair addressed to the Dean of Medicine. 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. 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 review Chair using the “Template Letter of Initial Appointment / Reappointment” ([Appendix 1](#_Appendix_1)).

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

The review Chair submits the written reappointment recommendation using the online candidate recommendation at: <https://documents.med.utoronto.ca/Forms/NCUCandidate> for review and approval by the Dean of Medicine and the Vice President and Provost or designate.

If there are any questions about the recommendation, the Temerty Faculty of Medicine’s HR office will contact the review Chair.

### STEP 4: Finalize & announce the reappointment

Once the Dean and the Vice President and Provost or designate has approved the reappointment, the review 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 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
3. Incumbent’s up-to-date CV

The review Chair submits the written recommendation to [medicine.namedchairs@utoronto.ca](mailto:medicine.namedchairs@utoronto.ca) for review and approval by the Dean. If there are any questions about the recommendation, the Temerty Faculty of Medicine’s HR office will contact the review Chair.

Following approval of the recommendation by the Dean, 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_for) for the recruitment process and requirements).

## APPENDIX 1: Template Letter of Initial Appointment/Reappointment – **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}**

I am writing with the approval of the Dean of the Temerty Faculty of Medicine and the Vice President and Provost or designate to offer you an appointment as the {Name of Named Chair/Professorship}, a University {endowed/limited term} Named {Chair/Professorship} for a five-year term {term may be 3-years for a professorship}, 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 U of T leadership position.}

{[*If this is an initial appointment, use this paragraph, otherwise delete:*]} This appointment is renewable for a second five-year term 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.*} The decision to grant an incumbent a third or further term will be made on a case-by-case basis by the Dean of the Temerty Faculty of Medicine and relevant University officials, in consultation with the relevant U of T department Chair. 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.*}

This Named {Chair/Professorship} appointment is contingent upon the maintenance of an active, eligible academic appointment at 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.

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 University Named {Chair/Professorship} 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 me.

Yours sincerely,

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

Cc: 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  
Insook Noell, Financial and Planning Analyst, Office of the Comptroller and Chief Financial Officer   
Gosia Urbanski, Business Officer, Office of the Comptroller and Chief Financial Officer

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

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{Recommended Candidate’s Full Name} Date

1. When a Named Chair is situated in a particular department, 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 Dean or the Dean’s delegate serves as committee Chair. 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)