

## Faculty of Medicine Hospital-University Named Chairs/Professorships Database User Guide<sup>1</sup>

The purpose of this document is to provide colleagues in Faculty of Medicine Departments and affiliated Hospitals with a step-by-step process for using the Named Chairs Database for required approvals related to Named Chair search committees, review committees, appointments and re-appointments.

Please consult the Faculty of Medicine Named Chair Guidelines to be aware of relevant policy and procedure:  
[http://medicine.utoronto.ca/sites/default/files/Named%20Chairs\\_Guidelines\\_1June2017.pdf](http://medicine.utoronto.ca/sites/default/files/Named%20Chairs_Guidelines_1June2017.pdf)

The approvals path and use of the database is as follows:

Step	Participant	Action
1.	Hospital contact	Submits template for search <sup>2</sup> /review committee membership approval (as per Named Chair Guidelines) to <a href="mailto:medicine.namedchairs@utoronto.ca">medicine.namedchairs@utoronto.ca</a>
2.	Hospital contact	Receives notice of approval of the Dean of Medicine's approval of the search/review committee membership (from database)
3.	Hospital contact	Receives notification from the database on next steps and submits search/review committee's request for approval of candidate with completed documentation (e.g. template for draft letter of appointment, as per Named Chair Guidelines) via database web form: <a href="https://documents.med.utoronto.ca/forms/nchucandidate">https://documents.med.utoronto.ca/forms/nchucandidate</a>
4.	Hospital contact and/or person submitting web form	Receives confirmation that web form was successfully submitted (from database)
5.	Hospital contact	Receives notice of approval of candidate by the Vice-Provost, Relations with Health Care Institutions <sup>3</sup> (from database)
6.	Hospital contact	Asks approved candidate to sign letter of offer. Sends letter of offer to cc list on letter of offer (including <a href="mailto:medicine.namedchairs@utoronto.ca">medicine.namedchairs@utoronto.ca</a> )
7.	Hospital contact	Receives alert six months in advance of end date of candidate's term (from database)

<sup>1</sup> Please note that there is a companion document for *University* Named Chairs/Professorships. With University Named Chairs/Professorships, the donor agreement is signed by the University and the donor (in some cases the donor is a hospital foundation) but not by the Hospital and the funds are held by the University.

<sup>2</sup> If an international search is being conducted, please contact your local HR office regarding requirements for advertisements for foreign worker recruitment.

<sup>3</sup> Approval of the appointment is on behalf of the Provost office. Note that the Vice-Provost, Relations with Health Care Institutions is also the Dean of Medicine.