



## Guidelines for the Search and Selection of Program Directors

Date Approved: January 29, 2026

Approved by: PGMEAC

Next revision date:

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## 1. Purpose

This document outlines the principles for the selection and appointment of a new Program Director of a Royal College of Physicians and Surgeons of Canada (RCPSC) or College of Family Physicians of Canada (CFPC) accredited residency training program at Temerty Faculty of Medicine, University of Toronto.

## 2. Scope

This document applies to all postgraduate medical education departments and residency training programs at Temerty Faculty of Medicine, University of Toronto.

## 3. Overview

The appointment of a Program Director is a joint responsibility overseen by the academic lead of the discipline and Associate Dean, PGME (ADPGME). A formal search process is led by the Department Chair or their delegate, with involvement from the ADPGME or their delegate. [General Standards of Accreditation for Institutions with Residency Programs 1.2.4.2: There is a collaborative process between the academic lead of the discipline and the postgraduate dean for the appointment of each program director.]

## 4. Program Director Minimum Qualifications

- For the RCPSC, the program director must be certified by the Royal College in the discipline concerned and must meet the Royal College requirements as per the [Policy on Appointing a Program Director of a Royal College-accredited Program](#) document.
- For the CFPC, the program director must hold certification in family medicine with the College of Family Physicians of Canada.
- Applicants must be successful with respect to any continuing appointment review, where applicable.

## 5. Selection and Appointment Process

### Open Call

The position shall be advertised internally and, if desired, externally. The job posting must include:

- Job Description listing responsibilities of the role (see [link](#)), including a specified protected time
- Minimum qualifications as listed in Section 4 above
- (Optional) Programs may choose to include a request in the job posting for applicants to submit a statement describing their demonstrated commitment to equity, diversity, and inclusion in their academic or scholarly work.

### Application Review

Applications are reviewed by the academic lead and/or the Selection Committee members (See Section 6) to ensure candidates meet the minimum qualifications. [General Standards of

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Accreditation for Institutions with Residency Programs 1.2.4.3: Each program director meets the required credentials as set by the college(s).]

Qualified candidates are shortlisted for further consideration based on predefined criteria as determined by the Selection Committee, e.g., clinical and academic experience, leadership skills, commitment to education and mentorship, alignment with institutional values, etc.

### **Interviews**

Interviews may be conducted virtually or in person, depending on availability. The number of interviews may vary, ensuring adequate opportunity to assess each candidate. It is strongly recommended to use standardized questions and a structured interview format to ensure a fair, consistent, and comprehensive assessment of each candidate's suitability for the role. The successful candidate will be chosen based on their qualifications, experience, skills, and interview responses. Following the interview process, the Selection Committee submits its recommendation to the Chair and ADPGME, who will make the final decision on the appointment.

### **Approval and Offer**

Once the final decision is approved by the Chair and the ADPGME, a formal offer of appointment is extended to the selected candidate.

Note: The PGME office must be notified of new appointments in advance of the program director's start date so that the RCPSC or CFPC may be informed and appropriate orientation can be arranged. The Department will provide the necessary information via a designated online form from the PGME office.

## **6. Selection Committee**

### **Role and Responsibilities**

The Selection Committee is an advisory body, formed specifically for the new Program Director search. It reviews candidates, conducts interviews, and makes a recommendation to the Department Chair and ADPGME. While the committee's recommendation is an important part of the decision-making process, the final decision rests with the Department Chair and the ADPGME.

### **Membership**

The composition of the Selection Committee shall ensure a balanced and diverse representation of perspectives. It will typically include key individuals/groups such as:

- Vice Chair, Education
- Faculty member(s) from the discipline
- Resident or learner representative(s)
- Administrative staff representative(s)
- PGME office representative

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## Confidentiality, Implicit Bias Training, and Conflicts of Interest

All Selection Committee members are required to:

- Sign a confidentiality agreement ([Appendix 1](#)) before participating in the process, ensuring no disclosure of candidate details, deliberations, or decisions.
- Adhere to Temerty Faculty of Medicine’s directive that the use of social media information about a candidate is not recommended in the search and selection process.
- Adhere to Temerty Faculty of Medicine’s [Commitment to Equity, Diversity and Inclusion](#).
- Complete *implicit bias training* and *anti-racism and anti-discrimination* training, so that all candidates are evaluated fairly and equitably.
  - TIDE Module 1 Implicit Bias online module: <https://www.toronto-tide.ca/education-modules/>
  - Ontario Human Rights Commission “Call it Out” online module: <https://www3.ohrc.on.ca/en/learning/elearning/call-it-out>
- Establish a process for managing conflicts of interest.

## Definitions

<b>Glossary of Terms</b> <a href="#">General Standards of Accreditation for Residency Programs</a> (version 3.0)	
<b>Academic lead of the discipline</b>	The individual responsible for a clinical department/division (e.g. department chair, division lead).
<b>Discipline</b>	Specialty and/or subspecialty recognized by one of the certification colleges.
<b>Postgraduate dean (ADPGME)</b>	A senior faculty officer appointed to be responsible for the overall conduct and supervision of postgraduate medical education within the faculty of medicine.
<b>Postgraduate office</b>	A postgraduate medical education office under the direction of the faculty of medicine, with responsibilities for residency programs.
<b>Program director</b>	The individual responsible and accountable for the overall conduct and organization of the residency program. The individual is accountable to the postgraduate dean and academic lead of the discipline.
<b>Residency program</b>	An accredited residency education program in one of Canada’s nationally recognized disciplines, associated with a recognized faculty of medicine, overseen by a program director and residency program committee.

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## Appendix 1 - Confidentiality Agreement for Program Director Selection Committee Members

### University of Toronto Confidentiality Agreement for Program Director Selection Committee Members

*Applicable to personal information to which the undersigned may have access to during the search and selection process for Program Directors at the University of Toronto.*

**Program: [INSERT PROGRAM NAME]**

Whereas the **University of Toronto** is required to ensure the confidentiality of the personal information that it collects and holds;

Whereas I may have access to such information in the course of participating as a member of the Selection Committee for the above-noted Program Director position;

I, the undersigned, **[INSERT NAME]**

Undertake to safeguard the confidentiality of any personal information to which I may have access in the course of the selection process.

Specifically, I undertake:

1. to access only the information necessary to the performance of my duties as a Selection Committee member;
2. to use this information only in the course of my duties;
3. to adhere to Temerty Faculty of Medicine's directive that the use of social media information about a candidate is not recommended in the search and selection process;
4. not to disclose any personal information to which I may have access in the course of this process unless duly authorized to do so;
5. not to disclose any information related to candidate evaluations, discussions, deliberations, or decisions outside the Committee;
6. not to keep or compile any personal information;
7. not to keep any personal information at the conclusion of the process that I may have received or collected during the course of the selection process and to abide by the confidentiality requirements incumbent upon me concerning said personal information.
8. to declare any potential conflicts of interest involving the applicants or other individuals associated with the selection process, including faculty, staff, or learners connected to the program or University of Toronto.

**Signed at:** \_\_\_\_\_, **this** \_\_\_\_\_  
LOCATION DATE



NAME

E-SIGNATURE