



**Guidelines for the Hiring Part-time Staff in the
Department of Ophthalmology and Vision Sciences,
University of Toronto**

December 2024

Committee Principles:

- The hospital chief in consultation with the members of his or her department will determine the job requirements
- The job will be advertised and posted on the same sites as DOVS full-time positions
- The hospital chief will form the selection committee with members from DOVS sites
- The committee should be diverse in its composition
- Committee members may serve in multiple roles
- The selection committee is advisory to the hospital chief
- The hospital chief will work collaboratively with the chair
- All committee members will evaluate the applicants for interview and for the position
- The successful candidate will sign a contract and be evaluated annually by the chief and chair for 3 years to determine whether job requirements are being met and whether the appointment will continue

Committee Specifics:

- The committee should remain small aiming to have no more than 5 members
- The majority of the committee members should come from the hospital
- At least one member must be from outside of the hospital
- A trainee will be on the committee
- Committee composition should include:
 - a. The hospital chief
 - b. The department chair or a representative of the chair
 - c. At least one hospital site member
 - d. The program director or a representative from the RPC
 - e. The Chief Resident or a Senior Resident