**STATUS-ONLY (NON-MD) LETTER OF SUPPORT**

## Prepared by the Family Physician-In-Chief or Approved DFCM Program Director.

(Please follow the format and MANDATORY paragraph headings

set out in this sample letter)

**NOTE: this letter only applies to the academic rank of Assistant Professor**

Please delete the above text before printing on letterhead

[Current Date]

Dr. Danielle Martin

Professor and Chair

Department of Family and Community Medicine

University of Toronto

500 University Avenue, 5th Floor

Toronto, ON M5G 1V7

Dear Dr. Martin:

**Re: Status-Only (Non MD) Appointment Application**

Surname:

Given Name:

Term of Appointment: [must be 1-5 years]

Start date:

University Academic Rank: ASSISTANT PROFESSOR

Hospital/Institute of Employment:

Position Title at Hospital/Institute:

Email Address:

I am pleased to recommend [Name] to the Department of Family and Community Medicine (DFCM), Department Appointments Committee (DAC), for a **Status-Only (non MD) appointment at the rank of Assistant Professor**.

**Current Academic Appointment:**

*Please confirm if the candidate holds a current faculty appointment in the University of Toronto - if yes; please provide a statement confirming the rank, department and date the appointment was given;*

*Example:*

*Ms Smith is currently appointed to the Faculty of Nursing, at the rank of Lecturer, as of September 1 2001.*

*Or:*

*Ms Smith does not currently hold a University of Toronto appointment.*

**Introduction:**

*Please provide an introduction to the candidate that speaks to (1) the length of your professional relationship (2) a statement around your support of this application.*

*For example:*

*I have known Ms/Dr Jane Smith for approximately five years in her current position as Researcher at SMH. I am supporting this application for a status-only appointment based on her robust research experience and involvement teaching DFCM learners. Ms/Dr Smith’s CV outlines her career, her academic achievements, as well as her contributions to teaching and research.*

**Employment background:**

*Please provide a summary of the candidate’s professional employment background.*

*For example:*

*Ms Smith joined SMH as a nurse practitioner in 2010. Prior to this, she worked at CVH as part of a multidisciplinary team that specialized in immigrant health. Her current areas of expertise are …*

**Employing Institute Confirmation:**

*Please provide a statement that (1) confirms a letter of confirmation from the employing institute regarding employment is included and (2) regarding remuneration.*

*For example:*

*Please find enclosed a letter from XX, the office of XX, at SMH, confirming Ms Smith’s full time employment at SMH and that she receives remuneration from this role through SMH.*

**Education:**

*Please provide the DAC with a summary of the candidate’s education.*

*For example:*

*Ms Smith obtained her Bachelors of Science in Nursing (BScN) from the University of Toronto in 2000 and then completed her Master’s in Nursing in 2004 at the University of Toronto. Ms Smith’s educational achievements are impressive and she is consistently enhancing her education through courses such as ….*

**Professional Association:**

*Please provide the DAC with a statement around the candidate’s professional association/regulatory body. If this is N/A you can delete this section and heading.*

*Please state if the regulated health professional status is provincial, i.e., Ontario Nursing Association, social worker, etc.*

*Example:*

*Ms Smith is a member of her national/international professional association/regulatory body (include full name) in good standing.*

**Evidence of Academic Contributions:**

*Please include a robust paragraph highlighting the candidate’s academic achievements to date, and the* ***length of time and volume*** *of each contribution. This is a chance for your candidate to shine, and will be an important consideration for DAC and HR.*

*This can include the following (as applicable):*

* *Involvement in curriculum planning or development*
* *Innovations and techniques or concepts*
* *Awards*
* *Research publications, projects, and/or collaborations (including role)*
* *Research funding, grants, patents, initiatives, etc.*
* *Lectures, invited presentations/posters, or other clinical teaching activity*
* *Participating as panel member at scientific/academic events*
* *Faculty development*
* *Clinical guidelines or protocol development*
* *Quality improvement activities*
* *Other academic projects*

**Responsibilities:**

*Please provide a* ***very clear and specific outline*** *of the candidate’s duties for each of the 3 categories below. This section is* ***mandatory****. Please provide as much information as these details will be included in the candidate’s letter of offer****.***

***Important note for PhD Researchers:*** *it must be very clear and explicit that they will be an independent researcher (i.e. developing/leading their own program of research, will be PI on grants/publications).*

*Examples are below.*

[Name]’s responsibilities are as outlined below:

1. **Teaching:**

*Mandatory to clearly state:*

1. *The type of DFCM student/learner group, i.e. residents, clinical clerks, etc*
2. *The type of teaching, i.e. small group, one-on-one, lectures, etc*
3. *Volume of teaching, i.e. weekly, monthly, etc*
4. *If the applicant will be responsible for evaluating/grading students*

*Example:*

* *Ms Smith will be involved in teaching family medicine residents weekly in their clinical rotation in Family Medicine, and involved in the orientation of new residents regarding clinical procedures and clinical flow. She will be responsible for the marking and evaluation of students.*
* *Ms Smith will be presenting at monthly rounds, as an invited lecturer, and in small group settings.*
* *Ms Smith will be teaching the following courses:*

*Course Director for PAP 150H1 Longitudinal Clinical Experience*

*Guest Facilitator and Lecturer for Clinical Skills*

1. **Research:**

*This section must clearly state (1) research activities, (2) published work and (3) grants.*

*Example:*

* *Dr Smith is leading an independent research program at XX Site investigating [focus of research]. She will be PI on an upcoming grant…*
* *Ms Smith participates in SMH Academic Family Health Team research involving the inter-professional medical team. Her publications include…*

1. **Administrative Service to the University of Toronto :**

*This section must clearly state (1) service on University/Hospital committees, (2) role/position on the committee, and (3) dates.*

*Example:*

*Ms Smith is a member/chair on the following committees:*

* *Member, DFCM Curriculum Committee, 2013-present*
* *Chair, Hospital Program Review Committee, 2014-present*

**Reference Letters:**

*Please provide a brief statement to the DAC around the internal and external letters of reference in support of this application.*

*Example:*

*Letters of reference for Ms Smith are uniformly positive. These letters are from Ms Smith’s colleagues who are familiar with her background and expertise in the field of…They attest to her robust research background, reliability, dedication and leadership.*

**Professional Development:**

*Please provide a brief statement around the candidate’s professional development goals.*

*Example:*

*This academic appointment would allow Ms Smith to further engage in academic activity at our site. Ms Smith plans to attend Basics this year and attend the DFCM conference.*

**Criteria for reappointment at this rank:**

*Please include the following statement:*

I have reviewed with [candidate name] the terms of his/her appointment as well as the annual review and reappointment process with the DFCM. The annual review will be based on the candidate’s performance in two or more of the areas of responsibility outlined above, with demonstrated ongoing continued engagement.

**Summary**

*Please provide the DAC with a closing statement around your support of the application.*

*Example:*

*Please find attached the appropriate documents to support this application. It is clear to me that Ms/Dr Smith will make an important contribution to family medicine and is therefore deserving of a status-only appointment. I am confident that Ms/Dr Smith will be a valuable addition to the Department of Family and Community Medicine at the University of Toronto.*

Sincerely,

*Signature*

Family Physician-In Chief

Professional Title

Rank

Department

Enclosure: Employing Institute Letter

Applicant’s **business** mailing address:

Name

Hospital

Address

Room #, Floor

City, Province, Postal Code

Telephone Number:

Applicant’s **resident** mailing address:

Name

Address

City, Province, Postal Code