INITIAL RANK AT ASSISTANT PROFESSOR - CLINICAL (MD) (ADJUNCT/PART-TIME/FULL-TIME)

Application Checklist

This document is for site/program administrator use only. Not for submission.

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| **Candidate Name:** | | |
| The following documents are required**:** | | |
| 1 | **Online Application form (with documents attached):** <https://documents.medicine.utoronto.ca/Forms/clinical> | o |
| 2 | **Letter(s) of Support**:  From the Site Head or approved Program Director. If applying through a division, a letter of support from the relevant Division Head is also required. Please contact the Divisions Administrator for specific instructions.  Please use the appropriate Letter of Support Template based on the proposed FTE. | o |
| 3 | **CV** (Please use the[**Temerty Faculty of Medicine Academic CV format**](https://dfcm.utoronto.ca/sites/default/files/FOM_WEBCV_Template_May_2013.doc) **– Required**) | o |
| 4 | **Certificate of Professional Conduct** | o |
| 5 | **Academic Position Description**  \*Please use the appropriate academic position description template based on the proposed FTE.  \*Part-Time appointments of active staff at a TAHSN site may only be accepted with an accompanying [**Letter of Exemption**](https://dfcm.utoronto.ca/sites/default/files/letter_of_exemption_tahsn_-_oct_2021.doc) specifically outlining reasoning for part-time status. | o |
| 6 | **Reference letters**  \*To be solicited by administrator/Chief. Please consult our [template](https://dfcm.utoronto.ca/sites/default/files/template_to_solict_reference_letters.doc)  \*3 letters are required (may be intra or extra departmental). Where possible, it is encouraged to have one extra-departmental letter. | o |
| 7 | **Teaching Dossier**  \*If the candidate is new to teaching, a Teaching Philosophy Statement and summary of proposed teaching activities is acceptable. | o |
| 8 | **Evidence of academic contributions**  \*Copies of 1-2 first author peer reviewed publications relevant to their academic work  OR  \*Documentation that clearly demonstrates their educational and/or creative professional accomplishments (i.e. teaching evaluations, curriculum design, etc). | o |
| 9 | **Profile Form** | o |
| **Combine the items above into a single PDF document**  using the following naming conventions: **“LastName\_FirstName\_FTE\_MonthYear.pdf”** | | |
| **Questions? Email:** [**dfcm.facultyappt@utoronto.ca**](mailto:dfcm.facultyappt@utoronto.ca) | | |

Edited: September 2024