CLINICAL CATEGORY CHANGE (MD)

Application Checklist

For active clinical faculty members changing to a Clinical Adj/PT/FT appointment

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> |  |
| 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 reference the [Change in Clinical Category Letter of Support Template](https://utoronto-my.sharepoint.com/personal/madie_morassutti_mail_utoronto_ca/Documents/Academic%20Appointments/Site%20Support/Faculty%20Appointment%20&%20Promotions%20Forms_Dec2024/Appointments/Letters%20of%20Support/Appts%20-%20LOS%20Template%20(MD)%20Change%20to%20Adj,%20PT%20or%20FT_Dec%202024.doc). |  |
| 3 | **CV** ([UofT format](https://dfcm.utoronto.ca/sites/default/files/FOM_WEBCV_Template_May_2013.doc) is encouraged) |  |
| 4 | **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. |  |
| **Combine the items above into a single PDF document**  using the following naming conventions: **“LastName\_FirstName\_Current Category to New Category\_MonthYear.pdf”.**  **Example: Doe\_Jane\_Adj to PT\_Dec2024.pdf** | | |
| **Questions? Email:** [**dfcm.facultyappt@utoronto.ca**](mailto:dfcm.facultyappt@utoronto.ca) | | |

Edited: September 2024