CLINICAL FULL-TIME (MD)

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> |[ ]
| 2 | **Letter(s) of Support**:From the Site Head or approved Program Director. If applying through a division, letter of support from the relevant Division Head is also required. Please contact the Divisions Administrator for specific instructions.Please reference the [Full-time Letter of Support Template](https://utoronto-my.sharepoint.com/personal/madie_morassutti_mail_utoronto_ca/Documents/Academic%20Appointments/Site%20Support/Faculty%20Appointment%20%26%20Promotions%20Forms_Dec2024/Appointments/Letters%20of%20Support/Appts%20-%20LOS%20%28MD%29%20Full%20Time%20-%20NEW%20Sept%202024.docx). |[ ]
| 3 | **CV** \*Please use the [Temerty Faculty of Medicine Academic CV Template](https://dfcm.utoronto.ca/sites/default/files/FOM_WEBCV_Template_May_2013.doc) (required) |[ ]
| 4 | **Certificate of Professional Conduct**  |[ ]
| 5 | **Academic Position Description**\*Please use the [full-time academic position description template](https://utoronto-my.sharepoint.com/personal/madie_morassutti_mail_utoronto_ca/Documents/Academic%20Appointments/Site%20Support/Faculty%20Appointment%20%26%20Promotions%20Forms_Dec2024/Appointments/APDs/APD%20-%20Full%20Time%20-%20FINAL.docx). |[ ]
| 6 | **Reference letters** \*To be solicited by administrator/Site Lead. 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). The Site Lead’s letter may count as an internal letter. Where possible, it is encouraged to have one extra-departmental letter. | [ ]  |
| 7 | **Profile Form**  |[ ]
| **Combine the items above into a single PDF document**using the following naming conventions: **“LastName\_FirstName\_FT\_MonthYear.pdf”** |
| **Questions? Email:** **dfcm.facultyappt@utoronto.ca** |

Edited: September 2024