CLINICAL PART-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, a letter of support from the relevant Division Head is also required. Please contact the Divisions Administrator for specific instructions.If the Site/Division Head or Program Director have known the candidate for less than one year, there should be an additional letter of support from a healthcare professional colleague who can accurately speak to the applicant's character and work ethic, and has known the candidate for one year or more. Please reference the [Part-time Letter of Support Template](file:///N%3A%5CDFCMDATA%5CAcademic%20Promotions%5CAcademic%20Appointments%5CMy%20Documents%5CDFCM%20Website%5CWebsite%20Templates%20Sept%202024%5CLetters%20of%20Support%5CFINAL%20Versions%20-%20Sept%202024%5CAppts%20-%20LOS%20Template%20%28MD%29%20Part-Time%20-%20NEW%20Sept%202024.docx). |[ ]
| 3 | **CV** ([UofT format](https://dfcm.utoronto.ca/sites/default/files/FOM_WEBCV_Template_May_2013.doc) is encouraged) |[ ]
| 4 | **Certificate of Professional Conduct**  |[ ]
| 5 | **Academic Position Description**\*Please use the [part-time academic position description template](file:///N%3A%5CDFCMDATA%5CAcademic%20Promotions%5CAcademic%20Appointments%5CMy%20Documents%5CDFCM%20Website%5CWebsite%20Templates%20Sept%202024%5CAPDs%5CAPD%20-%20Part%20Time%20-%20NEW%20Sept%202024.doc).\*Part-Time appointments for 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. |[ ]
| 6 | **Profile Form**  |[ ]
| **Combine the items above into a single PDF document**using the following naming conventions: **“LastName\_FirstName\_PT\_MonthYear.pdf”** |
| **Questions? Email:** **dfcm.facultyappt@utoronto.ca** |

Edited: September 2024