STATUS-ONLY (non-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/nonclinical> |[ ]
| 2 | **Letter(s) of Support**:From the DFCM Site Head or approved Program Director. If applying through a division, a letter of support from the relevant Division Head is also required.  |[ ]
| 3 | **Letter of Support from Primary Employer**Should state the candidate's full employment/salary arrangements and their approval of the university appointment.\*If a PhD Scientist, this letter must come from VP of Research at the hospital/institution where the scientist is employed. Must state that the hospital or institution will provide salary and lab facilities for the duration of the academic appointment. |[ ]
| 4 | **CV** ([UofT format](https://dfcm.utoronto.ca/sites/default/files/FOM_WEBCV_Template_May_2013.doc) is encouraged) |[ ]
| 5 | **Statement of Research or Teaching**\*Only mandatory for the rank of **Assistant Professor** |[ ]
| 6 | **3 Reference Letters, may be internal or external**Please note: the Chief's letter may count as an internal letter. Where possible, it is encouraged that at least one external letter be included. Letters should be solicited by the site, not by the candidate |[ ]
| 7 | **Position Description**\*Please use the Status-Only template |[ ]
| 8 | **Confirmation of good standing of a provincial/national accrediting or regulatory body**  |[ ]
| 9 | **Profile Form**  |[ ]
| **Combine the items above into a single PDF document**Use the following naming conventions: **“LastName\_FirstName\_SO\_MonthYear.pdf”** |
| **Health Professional Lead:** Serena Beber, serena.beber@utoronto.ca**;** HPE.familymed@utoronto.ca |
| **Questions? Email:** dfcm.facultyappt@utoronto.ca |

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