FULL TIME FACULTY ONLY

Department of Family and Community Medicine

Faculty of Medicine ● University of Toronto

**TIME COMMITMENT FORM (MD FULL TIME)**

This form is required for applications ONLY at the rank of Assistant Professor, Associate Professor and Professor.

This form is not required for the rank of Lecturer.

|  |  |
| --- | --- |
| Name: |  |
| Rank: |  | Category: |  |
|  |  | FTE: |  |
| Hospital: |  | Chief: |  |
| Unit: |  | PD Rep: |  |

*The following criteria should be used to determine whether an appointment is Faculty Full-Time:*

*a) If the appointment is tenured/tenure stream or CLTA OR*

*b) 80% of a normal 40 hour week should be spent on academic activities for the Faculty of Medicine. Academic activities include research, teaching and academic administration. Clinical service activities, if*

*done concurrently with teaching are also considered academic activity.*

**TIME COMMITMENT**

1. Specify major time commitment to academic activities (must add up to 100%)

% formal teaching

% research

% administration

% teaching in the context of patient

b) How do you, as the Departmental Chair, propose to protect this percentage of the candidate’s

time?

2. **CONFIRMATION OF TERMS AND CONDITIONS (must check the following)**

a) I confirm that the candidate accepts the assigned academic responsibilities and job description.

Yes No

b) I confirm that the candidate accepts the proposed salary arrangements and limitations on income.

Yes No

c) I confirm that the candidate accepts and understands the terms and conditions of his/her appointment, including the timing of the probationary and other reviews.

Yes No

|  |  |  |  |
| --- | --- | --- | --- |
| Signature ofAppointee: |  | Signature ofChief: |  |
| Date: |  | Date: |  |