 CLINICAL ADJUNCT AND 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**:** | | | |
|  | **CHECKLIST** | |  |
| 1 | **Online Application form (with documents attached)** | | 🞏 |
| 2 | **Letter(s) of Support**:  From the Family Physician-In-Chief or approved DFCM Program Director. For EM applicants, there should be an additional letter of support from the EM Division Chief. Please reference the Letter of Support Template. | | 🞏 |
| 3 | **CV** | | 🞏 |
| 4 | **Certificate of Professional Conduct (photocopy acceptable)** | | 🞏 |
| 5 | **Academic Position Description**  \*TAHSN sites must use the TAHSN/Full-Time Position Description Form. All others should use the adjunct and part time position description template.  \*Part Time Active appointments at a TAHSN site may only be accepted with an accompanying **Letter of Exemption** specifically outlining reasoning. | | 🞏 |
| 6 | **Reference letters (ONLY REQUIRED FOR RANK OF ASSISTANT PROFESSOR OR HIGHER)**  \*The Chief's letter may count as an internal letter. In some cases where only internal or only external letters may be available, 3-4 letters will be required. | | 🞏 |
| 7 | **Professional Development Plan** | | 🞏 |
| 8 | **Profile Form** | | 🞏 |
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| **Combine the items above into 2 separate PDF documents**  using the following naming conventions: | | | |
| **1. “Last\_First\_FTE\_MonthYear.pdf”**  **Ie. “Smith\_John\_Adjunct\_Dec2017”**  *Including (in this order):*   1. Letter(s) of Support 2. CV 3. Certificate of Professional Conduct (CPC) 4. Academic Position Description 5. Reference Ltrs *(only for Asst Prof rank and higher)* | | **2. “Last\_First\_PDP\_Profile.pdf”**  **Ie. “Smith\_John\_PDP\_Profile”**  *Including (in this order):*   1. Professional Development Plan 2. Profile Form | |
| **Submit the complete application package online, with (2) PDF forms attached:**  https://documents.med.utoronto.ca/webforms/clinical | | | |
| Questions? Email Holly Downey:dfcm.facultyappt@utoronto.caor byphone: 416-978-7550 | | | |

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