**NON-CLINICAL (NON-MD) SECONDARY LETTER OF SUPPORT**

## Prepared by the Secondary DFCM Division Head/Program Director

(Include in the clinical faculty appointment application)

**Please delete the above text before printing on letterhead**

[Current Date]

Dr. Danielle Martin

Professor and Chair

Department of Family and Community Medicine

University of Toronto

500 University Avenue, 5th Floor

Toronto, ON M5G 1V7

Dear Dr. Martin:

**Re: [****Status Only or Adjunct Lecturer/Professor] Non-MD Appointment Application – [Name]**

I am writing to support Dr [Name]’s [Status Only at the rank of XX or non-MD Adjunct Lecturer/Professor] appointment in the Department of Family and Community Medicine to the Department Appointments Committee (DAC).

**Acknowledgement of Secondary Division or Program:**

I am aware that [Name] is applying for a [Status Only or non-MD Adjunct Lecturer/ Professor] appointment affiliated with [Site Name]. I will be acting as their secondary [Division Head/Program Director]. I acknowledge that Dr [Name] will act as their primary Site Chief and am committed to having an open communication with them regarding this candidate’s academic appointment.

**Academic Involvement in Secondary Division or Program:**

***[Mandatory] Use the above paragraph heading and provide a complete summary.***

***This section must include a detailed outline of academic activities, including:***

1. ***type of teaching and learners***
2. ***location of academic activity***

***Example below:***

In addition to teaching family medicine medical students and learners at [Site], [Name] will be contributing to our division by teaching and mentoring PGY3 palliative care residents. They will also be involved in QI initiatives in our division.

**Summary:**

To my knowledge, [Name] is an ethical, competent professional who would be an appropriate role model for learners.I am confident that [Name] will be a valuable addition to the Department of Family and Community Medicine at the University of Toronto.

Sincerely,

<Secondary Division Head or Program Director Signature>

Division Head/Program Director name, degrees

Title

Department