**LETTER OF SUPPORT**

**FOR A CONTINUING APPOINTMENT REVIEW (CAR)**

## Prepared by the Family Physician-In-Chief or

## Approved Division Head

*Please delete the above text before finalizing on letterhead*

[Current Date]

Dr. Danielle Martin

Professor and Chair

Department of Family and Community Medicine

Temerty Faculty of Medicine, University of Toronto

500 University Avenue, 5th Floor

Toronto, ON M5G 1V7

Dear Dr. Martin,

**Re: Continuing Appointment Review (CAR)**

Applicant’s Full Name:

Rank: [Lecturer, Assistant Professor, etc]

Academic Position Description Category: [Clinician Teacher, Clinical Educator, etc]

Date of Initial Appointment:

Date of Full Time Appointment [if different from initial appt date]:

**Assessment of application:**

* *Please use this heading and include the following mandatory paragraph below:*

Given the terms and expectations set out at the time of the probationary appointment and the academic standards of the Department of Family and Community Medicine and the Faculty of Medicine, it is my opinion that **Dr. [Name]’s** performance **[does/does not]** **merit a transfer to continuing annual appointment status at this time.**

I have known **Dr. [Name]** for approximately **[duration]**, as **[state how you know candidate]**. I can confirm that Dr. [Name] is an active member of the College of Family Physicians of Canada (CFPC) and continues to be an active hospital staff member enrolled in a conforming practice plan.

**Account of Performance since Initial Appointment:**

* *If you feel the appointee DOES merit transfer to a continuing appointment, please include a brief outline of their performance since initial appointment and describe their academic contributions.*
* *If you feel the appointee DOES NOT merit transfer to a continuing appointment, please outline their performance since initial appointment and describe your specific concerns for the committee. If this is the case and you want your letter to remain confidential, you can submit your letter directly to the DFCM instead of giving it to the candidate.*
* *Suggested items for your input (as applicable):* 
  + *Teaching activities*
  + *Professional conduct and integrity*
  + *Research activities and publications*
  + *CPA, QI, Leadership roles, administrative service, etc.*

**Summary Statement:**

* *Please use this heading and provide a summary statement. Example:*

Please find attached the appropriate documents to support this Continuing Appointment Review.

To my knowledge, **Dr. [Name]** is an ethical, competent physician who continues to be an appropriate role model for learners. I am confident that Dr. **[Name]** will continue to make valuable contributions to the Department of Family and Community Medicine at the University of Toronto.

Sincerely,

*<Chief/Program Director Signature>*

Chief/Division Head Director name, degrees

Title

Department

Site