 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
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| **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  |

Edited: October 2020