**Faculty Transfer Process – First Steps:**

* Please meet with your new faculty member to review and initiate the appointment transfer
* If a faculty member holds an active clinical faculty appointment in the DFCM, and has recently transferred to a new teaching hospital site, we require an official record of this
* A faculty transfer may only be completed if the **Rank and FTE are EXACTLY the same**; if not, a new application will have to be completed by your new site
* To ensure the DFCM maintains an accurate record on each faculty member, we require updated site and contact information

**Faculty Transfer Email Request:**

* Please complete the form below and email to the attention of: Holly Downey ([dfcm.facultyappt@utoronto.ca](mailto:dfcm.facultyappt@utoronto.ca))
* CC in the email: site chief
* Please update your records accordingly and keep a copy of this email for your records
* Once the transfer is complete, an email confirmation will be sent to you

Thank you. Your assistance is greatly appreciated in expediting this transfer.

Please complete the form below: 

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Dear Holly,

Please accept the following faculty transfer request:

DATE EFFECTIVE:  **day/month/year**

This email confirms that the faculty member named below is now located at **XXsiteXX**.

There is **NO change** to her/his current faculty appointment status in the Department of Family and Community Medicine (Rank, FTE).

FACULTY DATA

Name:

E-mail:

Rank:

FTE%:

SITE INFORMATION

Previous Site:

Current Site:

Current Site Chief:

CLINIC ADDRESS & INFO

Name of hospital/site:

Address:

Unit/Room:

Department:

City/Province:

Postal Code:

Clinic Telephone:

Clinic Fax:

(include your respective email block)