

Required appointment information:

- Candidate Full Name
- Proposed Appointment Start Date
- Category (Adjunct, Part-Time, or Full-Time)
- Proposed Rank (Lecturer, Assistant Professor, Associate Professor, or Professor)
- Online application form (to be submitted by SHN's Medical Education Office)

STEP 1

Applicant

Complete Required Documents

- **UPDATE your CV with SHN Privileges (U of T CV Template preferred)**
 - Chronological order
- **COMPLETE Academic Position Description:**
 - This document needs to be signed and dated by you. The Medical Education Office will get the Chief of Diagnostic Imaging's signature.
 - The percentages should add up to 100%. Do not use any ranges (e.g. 5-10%). Each section should have brief description.
- **PROVIDE:**
 - **Summary of Teaching Experiences**
 - **4 References contact details** (Assistant Professor and up) –2 Internal and 2 External (if available), or 4 Internal (if External not available)
 - **Teaching Dossier** (Assistant Professor and up)

STEP 2

Applicant

Acquire Supporting Documents

- **REQUEST Certificate of Professional Conduct (CPC) from the CPSO (must be within the last 3 months)**

STEP 3

Applicant

Submit Application to Medical Education Office

- **SEND your completed documents to medicaleducation@shn.ca**

STEP 4

Medical Education Office

Review and Finalize Application

- **Medical Education Office will:**
 - Review documents
 - Solicit all references if applicable
 - Complete Search Details
 - Attain Letter of Support from Department Chief and signatures on respected documents

STEP 5

Medical Education Office

Submit Final Application to U of T

- **Medical Education Office will submit completed application to the University of Toronto and will notify you on the next steps**

STEP 6

Applicant

Sign Letter of Approval

- **SIGN AND RETURN Letter of Approval back to the University of Toronto and SHN Medical Education Office to finalize Academic Appointment**