EXAMPLE LETTER Requesting Part Time/Adjunct Clinical Faculty Appointment

Department of Medicine, University of Toronto

From: (Chief of Medicine/Chief of Staff)

Date:

Dr. Gillian Hawker

Chair, Department of Medicine

University of Toronto

C. David Naylor Building,

6 Queen’s Park Crescent West, 3rd Floor

Toronto, ON M5S 3H2

Re: Candidate’s Name

I am writing to recommend Dr. \_\_\_\_\_\_\_\_\_\_\_ for appointment at the level of *[lecturer or assistant/ associate / full professor*] in the Division of \_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department of Medicine with an academic position description of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[clinician teacher / clinician in quality & innovation / clinician educator / clinician investigator / clinician scientist / clinician administrator]*. S/he will commit \_\_\_\_\_% *(specify % between 20 and 79%)* of his/her time engaged in academic activities, namely *[insert details of academic duties]*.

I would ask this appointment be effective \_\_\_\_\_\_\_\_\_\_\_ (insert date).

**Qualifications**

Dr. \_\_\_\_\_\_\_\_\_\_ completed a MD at \_\_\_\_\_\_\_\_\_\_\_. S/he is certified by the Royal College of Physician and Surgeons in \_\_\_\_\_\_\_\_\_\_\_ (or other equivalent Governing body) and holds a [*details of CPSO certification]*.

*Insert statement regarding demonstrated teaching effectiveness and attach relevant documents.*

**Appointment Justification**

Brief summary of how this recruit will promote the strategic priorities and mandate of U of T FoM (education, research, quality of care)

Yours Sincerely,