

**Reappointment Department Checklist for Clinical Faculty Members 2024-2025
(Senate Policy)**

Name of Applicant:	
Department(s):	
Current Rank:	
Recommended Length of Reappointment Term in Years:	
Checklist completed by (name of department admin):	

<p>Section A: Recommendations</p>	<p><input type="checkbox"/>0. Completed Reappointment Department Checklist</p> <p><input type="checkbox"/>1. a) RTP Committee Recommendation</p> <ul style="list-style-type: none"> <input type="checkbox"/>Includes reasons <input type="checkbox"/>States they are in favour (or not) <input type="checkbox"/>Signed and on letterhead by the Chair <p><input type="checkbox"/>1. b) RTP Committee Membership Table</p> <ul style="list-style-type: none"> <input type="checkbox"/>Includes roles and appointment types <input type="checkbox"/>All committee members are at arm's length <p><input type="checkbox"/>1. c) RTP Committee Minutes, if applicable (pertains to applicant only)</p> <p><input type="checkbox"/>2. Department Head Recommendation</p> <ul style="list-style-type: none"> <input type="checkbox"/>Includes reasons <input type="checkbox"/>States they are in favour (or not) <input type="checkbox"/>Signed and on letterhead <input type="checkbox"/>Recommended term length is included
<p>Section B: Letters</p>	<p><input type="checkbox"/>4. a) Unaddressed copy of template letter sent to referees (only 1 copy)</p> <p><input type="checkbox"/>4. b) Referee letters</p> <ul style="list-style-type: none"> <input type="checkbox"/>Masked if requested by the referee <input type="checkbox"/>Signed and on letterhead <p><input type="checkbox"/>4. c) Statement of arm's length</p> <p><input type="checkbox"/>5. a) Unaddressed copy of template letter sent to colleagues (only 1 copy) - Include letter sent to colleagues in cross-appointed department(s) if applicable</p> <p><input type="checkbox"/>5. b) Colleague letters</p> <p><input type="checkbox"/>6. a) Unaddressed copy of template letter sent to students (only 1 copy)</p> <p><input type="checkbox"/>6. b) Student letters</p> <ul style="list-style-type: none"> <input type="checkbox"/>All letters must be masked
<p>Section C: Member's Application File</p>	<p><input type="checkbox"/>7. Up-to-date CV</p> <p><input type="checkbox"/>8. Teaching dossier</p> <p><input type="checkbox"/>9. Scholarly work</p>

**Reappointment Department Checklist for Clinical Faculty Members 2024-2025
(Senate Policy)**

	<ul style="list-style-type: none"><input type="checkbox"/> 10. Summary of contributions to the Department, University and profession<input type="checkbox"/> 11. Role description<ul style="list-style-type: none"><input type="checkbox"/> Must include percentage of time<input type="checkbox"/> Must be signed<input type="checkbox"/> 12. Additional relevant material
--	--

Submission Checklist – to be confirmed by the Department Admin prior to submission to QHS Staffing:

- All files are submitted electronically as Adobe (PDF)
- All letters and recommendations are signed and on letterhead
- All student letters and evaluations have been masked
- All referees and committee members have been assessed as at arm's length
- A minimum of **3 reference** letters have been submitted
- Documents have been compiled in the order listed above in Sections A through C
 - When naming folders and documents, only include the item number and item title as listed above