

Submission Requirements for GFT New Appointments/Re-appointments (Eastern Health zones)

When a recommendation for a Geographic Full-Time (GFT) appointment/re-appointment (within Eastern Health zones) is submitted to the Dean of Medicine, the submission package should include the following:

1. Letter of Recommendation from the Chair to the Dean that includes (a) proposed start date, (b) rank, (c) if it is a new or re-appointment, (d) salary and FOAPAL, (e) if MPA or PMC. Note: For applicants with the primary pillar of Scholarship of Discovery, please contact the Research and Graduate Studies Office to arrange orientation. Required for New Appointments and for Re-appointments.
2. The Letter of Offer (template) signed by the Discipline Chair and the Applicant. Note that this document should be **first be sent to the Dean's Office as a draft for review** before adding the signatures. Required for New Appointments.
3. The Terms and Conditions of Appointment document signed and initialed (on each page) by the Applicant, indicating the proposed terms and conditions are acceptable. Note that this document should **first be sent to the Dean's Office as a draft for review** before adding the signatures. Required for New Appointments (use Terms Template A), and required for Re-appointments (use Terms Template B).
4. Current CV from the applicant (including their home address, phone number, and email address). Required for New Appointments, and for Re-appointments.
5. Certified copy of MD degree or other documentation. Required for New Appointments; required for Re-appointments only when it was not previously provided at the time of the original appointment.
6. Three letters of reference for the appointment. Required for New Appointments.
7. An Annual Progress Review has taken place with the Chair within the previous ten months, and a copy of the signed Annual Review form was copied to the Dean's Office. Required for Re-Appointments.
8. (a) Letter from the Regional Health Authority indicating their support of the appointment. Required for New Appointments.
(b) Letter of Good Standing from Regional Health Authority, Medical Services Department. Required for Re-appointments.
9. If applicable, the Job Advertisement and Search Committee report. Required for New Appointments.
10. Letter of support from Medical Practice Associates (MPA), if applicable, or if Professional Medical Corporation (PMC), a contract would be signed following the approval of appointment. Required for New Appointments.

Following approval of the appointment, please send the following documents:

(A) A copy of their Personal Health Information Act (PHIA) Certificate indicating completion of the PHIA training module. Required for New Appointments; required for Re-appointments only when it was not previously provided at the time of the original appointment.

(B) Completed Oath of Affirmation of Confidentiality for Memorial University. Required for New Appointments; required for Re-appointments only when it was not previously provided at the time of the original appointment.