



Faculty of Medicine

Checklist to Request a new GFT Full-time Appointment

When a request for a new Geographic Full-Time (GFT) faculty appointment is submitted to the Dean of Medicine, the submission request should include the following:

Request to Recruit for Academic Appointment

1) Position Rationale - A memo from the Chair to the Dean that states the need for the appointment and also includes

- (a) If it is a new or replacement appointment
- (b) Proposed hire date, rank, salary and FOAPAL
- (c) Confirmation that collegial consultation has been carried out in the unit

2) Annual Hiring Plan for the unit

3) Retirement/Resignation Letter (if is a replacement position)

4) Draft Job Ad, as per University template

5) Academic Unit Staffing Plan for the unit

September 2023