

Reappointment Department Checklist for Clinical Faculty Members 2026-2027

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

Section A: Recommendations	<input type="checkbox"/> 0. Completed Reappointment Department Checklist <input type="checkbox"/> 1. a) RCP Committee Recommendation <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 <input type="checkbox"/> 1. b) RCP Committee Membership Table <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 <input type="checkbox"/> 1. c) RCP Committee Minutes, if applicable (pertains to applicant only) <input type="checkbox"/> 2. Department Head Recommendation <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
Section B: Letters	<input type="checkbox"/> 3. Colleague letters <ul style="list-style-type: none"> <input type="checkbox"/> Signed and on letterhead <input type="checkbox"/> 4. Student letters <ul style="list-style-type: none"> <input type="checkbox"/> All letters must be masked <p>UPDATE: the respective QHS templates must be used when contacting colleagues and students. As a result, only one copy of each template letter is required per reappointment cycle; a copy is no longer required in each individual applicant file.</p>
Section C: Member's Application File	<input type="checkbox"/> 5. Up-to-date CV <input type="checkbox"/> 6. Teaching dossier <input type="checkbox"/> 7. Scholarly work <input type="checkbox"/> 8. Summary of contributions to the Department, University and profession <input type="checkbox"/> 9. Role description <ul style="list-style-type: none"> <input type="checkbox"/> Must use the QHS Staffing Clinical Academic role description template <input type="checkbox"/> Must include percentage of time <input type="checkbox"/> Must be signed and up to date <input type="checkbox"/> 10. Additional relevant material

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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 committee members have been assessed as at arm's length
- 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