

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	☐ 0. Completed Reappointment Department Checklist ☐ 1. a) RCP Committee Recommendation ☐ Includes reasons ☐ States they are in favour (or not) ☐ Signed and on letterhead by the Chair ☐ 1. b) RCP Committee Membership Table ☐ Includes roles and appointment types ☐ All committee members are at arm's length ☐ 1. c) RCP Committee Minutes, if applicable (pertains to applicant only) ☐ 2. Department Head Recommendation ☐ Includes reasons ☐ States they are in favour (or not) ☐ Signed and on letterhead ☐ Recommended term length is included
Section B: Letters	☐ 3. Colleague letters ☐ Signed and on letterhead ☐ If the applicant has also applied for promotion, only one colleague assessment should be requested. The assessment should address the application for both reappointment and promotion. ☐ 4. Student letters ☐ All letters must be masked ☐ If the applicant has also applied for promotion, only one student/trainee assessment should be requested. The assessment should address the application for both reappointment and promotion. 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.
Section C: Member's Application File	☐ 5. Up-to-date CV ☐ 6. Teaching dossier ☐ 7. Scholarly work ☐ 8. Summary of contributions to the Department, University and profession ☐ 9. Role description

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	☐ Must use the QHS Staffing Clinical Academic role description template ☐ Must include percentage of time ☐ Must be signed and up to date ☐ 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