Permission to Appoint Package from Department

This file must include:

* Letter from Head to Vice Dean, Clinical requesting permission to appoint. The letter needs to include:
* summary of the recruitment process
	+ where was the ad posted and for how long?
	+ how many applications
		- how many were from Canadian/Permanent Residents vs foreign nationals
	+ how many candidates were invited to an interview and how many were Canadian/Permanent Residents
	+ what was the process (i.e., screening interview, panel interview, presentation, meeting faculty members, etc.)
* information about the candidate
* the final details of the appointment including
	+ start date,
	+ rank,
	+ term of appointment,
	+ remuneration,
	+ recommendation for attending staff privileges,
	+ type of CPSO license has or will need prior to taking up the appointment,
	+ requirement for establishment funding (if applicable), *etc.*
	+ maximum amount of support from the Department (if any) for moving expenses
	+ a valid e-mail address
	+ any other relevant details
* Committee interview notes/Chair’s Recommendation/minutes (Not required)
* Advertising (unless waive advertising)
	+ For Canadians
* Summary of advertising
* Copy of advertisement
	+ For non-Canadians
* copy of the advertisement
* Tear Sheets from all journals advertised in
* Screen shots of all advertisements posted on line with dates
* A copy of the letter that went out to Deans, Heads of Departments, Program Directors etc. along with a distribution list
* FARS Form
* If they require an Academic License with the CPSO, a Confirmation of Academic Appointment (CoAA) form.
* Candidate’s letter of application and CV
* Referees (minimum of 3)
* Hospital Impact Analysis Form (done on common credentialing)
* role description (unsigned)
* CPSO print out (if available)
* Data Sheets (does not need personal information included at this stage)