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)