

University Adjunct 1 Reappointment Quick Guide

This guide will walk you through the steps to complete University Adjunct 1 Reappointments in the [Common Credentialing System](#).

If you complete hospital reappointments, you will notice there is both a “Hospital Reappointment” and a “University Reappointment” option at the top of your dashboard.

To view the University Adjunct 1 Reappointment data, click on the “University Reappointment” menu option.



This will take you to a list of faculty in your department that have Adjunct 1 appointments ending June 30th of this year.

To view the reappointment options for each faculty member, click on the “Reappoint” link at the end of each row associated with that person. **Please note, you must click on “Reappoint” to set the new terms of appointment OR to terminate the appointment** (termination instructions are detailed on page 3).

University Adjunct 1 Reappointment

First Name	Last Name	Start	End	Preceptor	Status	
Evan	Adams	2016-07-01	2017-06-30	Yes	Ending	Reappoint
Myron	Adams	2014-07-01	2017-06-30	Yes	Ending	Reappoint
Carl	Anderson	2016-07-01	2017-06-30	Yes	Ending	Reappoint
Earnest	Andrews	2016-08-01	2017-06-30	Yes	Ending	Reappoint
Jerome	Armstrong	2014-07-01	2017-06-30	Yes	Ending	Reappoint
Burl	Arnold	2016-05-01	2017-06-30	Yes	Ending	Reappoint
Granville	Avila	2016-07-01	2017-06-30	Yes	Ending	Reappoint
Elmer	Ayala	2016-07-01	2017-06-30	Yes	Ending	Reappoint
Matt	Ayala	2016-07-01	2017-06-30	Yes	Ending	Reappoint
Louisa	Bailey	2016-07-01	2017-06-30	Yes	Ending	Reappoint

Once you click “Reappoint”, a window will open where you first need to review the contact information. If a change of mailing address is required, click the link that says “[Address Change Form](#)” to download the form. You will need to complete the form and send it to the FHS Staffing Office to update the physician’s record.

If the email information showing is out of date or incomplete, please contact the FHS Staffing Office with the correct email address.



University Adjunct 1 Reappointments

Verify Information

Please confirm the following information for **Harry Alvarado**

Verify Address

317 Hollywood Avenue, Toronto, ON, M2N 3L1

If the information above is incorrect please proceed to the link below to request an update to this information.

[Address Change Form](#)

Verify Email Address

medtech+73981@qmed.ca

If the information above is incorrect please contact the Staffing Office to have it updated and to ensure that the letter is sent to the correct Email Address.

To proceed with Reappointment, click the “Reappoint for” drop down to select the number of years you want to reappoint the faculty member for (e.g. 1 -3 years), then click “Save”.

Reappointment Details

Reappointment Start 2020-07-01

Reappoint for -- Select --

Cancel

Save

The start date is automatically set to July 1st of the current year and the end date is calculated based on that plus the number of years you selected. The end date will be June 30th of the year that the appointment ends (e.g. if the start date is 2020-07-01 and you are reappointing for 3 years, then the end date will be 2023-06-30).

If the faculty member is a preceptor, this update will also insert the new preceptor dates.

Once this is completed, the list will update to show you that a reappointment has been requested. The older appointment dates will still appear and you will still have the ability to update the appointment dates if needed, but no further action is required.

Nathan	Tucker	2015-07-01	2017-06-30	Yes	Reappointment Requested (3 years)	Update
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Terminations

If you do not want to reappoint the faculty member and they are to be terminated, click on the “Reappoint” link at the end of the row associated with that person **then select “Termination”** from the “Reappoint for” drop down menu and a blue information box will appear.

Reappointment Details

Reappointment Start 2017-07-01

Reappoint for Termination

For termination of appointments you are not required to submit the new dates. The privilege in this system will automatically end. You are required to submit the following form to the FHS Staffing Office:
[Termination Notice](#)

If this faculty member is to be terminated, you will need to fill out the Termination form, and send it into the Staffing Office (i.e. upload to SharePoint). You can download the form by clicking the “[Termination Notice](#)” link in the blue information box.

Then click “Save” and the information will be updated on the list.

Dan	Maldonado	2015-07-01	2017-06-30	No	Reappointment Terminated	Update
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After this has been done, no further action is required because the appointment will automatically end.