Guide to Adjunct and Part Time Clinical Re-Appointments

Using Web Forms and LaserFiche

Table of Contents

LaserFiche Instructions for

Adjunct and Part Time Clinical Re-Appointments

Document Description: Part-time and adjunct clinical faculty hold annual appointments that may be renewed each year at the discretion of the Chair. Each active faculty member is asked to submit an annual activity report to help inform this decision. This document assists the Department Coordinator in facilitating this review and re-appointment process via LaserFiche.

> **Note:** To activate and track the progress of the re-appointments you will be working in the Activity Reporting area of the directory tree. However, any documents generated from this re-appointment activity will be stored in the faculty member's permanent dossier in the Permanent Record area of the directory tree.

1. Review Faculty Eligibility for Re-Appointment

Note: You may have already completed this eligibility-for-re-appointment exercise earlier this year. If so, please skip down to section 2.

Process Description: Before the pink-barred Activity Reporting folders are created every year, the Department Chair, or delegate (e.g. DAC Chair), should work closely with his/her department appointment coordinator to carefully vet the clinical faculty who will be invited to complete an annual activity report. These faculty members are those who were re-appointed the previous June or who were appointed for the first time between January 1st and December 31st of the previous year.

Procedures:
i.   Log in to the Appointments repository
ii.   In the directory tree (the left-side panel), go to the permanent record area:
    a.   Department Name >> Clinical MD
iii. Highlight this Clinical MD folder and take note of the yellow-barred folders that appear in the centre panel.
iv.   Configure the columns in a way that gives you the information you need. For this preliminary review, you will want to see the Academic Appointment Category, the End Date and the Candidate Email Address. To do this:

    a.   Right-click on the column headings bar and select Column Picker.
    b.   Under Selected Columns, select each unwanted field and remove it by double-clicking it.
    c.   In the Available box, under the section Candidate Information, select the Academic Appointment Category, the End Date, and the Candidate Email Address fields by double-clicking on them.

> d. Click Apply or, if you wish, click Save Profile to save this particular column profile for re-use.

v. With your Department Chair or delegate, review all of the Clinical Adjunct and Clinical MD Part Time dossiers for end dates, valid email addresses and eligibility for re-appointment.

If it makes it easier to review, you may download this list of dossiers to Excel:

> a. Back in the centre panel, with the columns set up as desired, select all the dossiers by putting a checkmark in the box beside the Name column header.
> b. Click the three vertical dots in the upper right menu bar and select Generate Report.
> c. When asked, select Metadata Report and select the following parameters.
> > i. Report Type = Excel.
> > ii. Uncheck the Include subfolders box.
> > iii. Make sure the correct column headings are in the Selected box.
> > iv. Click Okay.
> d. Open with Microsoft Excel.

vi. After you have reviewed your faculty list, please move to the Archives folder any dossiers for physicians whose appointments have already ended or who will not be invited to submit an annual activity report.   This is accomplished by simply dragging and dropping the permanent dossier into this year's subfolder in the Archives folder. If there is not a subfolder for this year in the Archives folder, you may make one by right clicking on Archives and selecting New Folder. Please just use the year to name the subfolder as some automated processes may look for it in the future.

2. Send Activity Report Request to Faculty

Process Description: Once your Department Chair or delegate (e.g. DAC Chair) has confirmed your final list of active part-time and adjunct clinical faculty and you have informed HR of this fact, LaserFiche will run a workflow to create pink-barred Activity Reporting subfolders in the *Activity Reports – Clinical area of the repository. You will use these pink-barred folders to manage and complete the activity reporting process. This starts by sending an email invitation to each Clinical Adjunct or Clinical MD Part Time faculty member requesting completion of the activity report via the LaserFiche web form. <u>See Appendix D: Sample Activity Report Request</u>.

Procedures:

i. Log in to the Appointments repository, go to:
> a. Department Name >> *Activity Reporting >> Clinical MD

ii. With Clinical MD highlighted in the left side-bar, the pink-barred activity reporting folders will be listed in the centre panel. **<u>It is essential that the columns are configured correctly. See Appendix A: Column Headings</u>**

iii. Highlight individually, or in bulk (see Appendix B for bulk selection of rows), the pink-barred dossiers. The Activity Report – Clinical template will appear in the right-side panel. Make sure that the **Fields** tab is selected in the panel.
Note: If only one pink-barred dossier is selected, the you will see the appropriate field values for that one dossier. If more than one pink-barred dossier is selected, you will see the words in italics '*different values assigned*'.

iv. To send the Activity Report Invitation emails individually or in bulk, change the value in the **Activity Report Status Clinical** field to "2. Send Request for Activity Report" and click Save.

Results:

When the **Activity Report Status Clinical** field is changed to "2. Send Request for Activity Report", the following will occur:

- An email is sent to each faculty members selected advising them that an Activity Report is due.
- This email gives the faculty member all the information they need to fill in the online activity report or to decline re-appointment.
- As the department coordinator, you will receive a copy of this email.

v. Refresh your screen and take note that the **Activity Report Status Clinical** field has changed from "2. Send Request for Activity Report" to "3. Waiting for Response".

vi. Wait for the faculty to respond by either submitting an activity report or by declining re-appointment:
- If the faculty member successfully submits an Activity Report the **Activity Report Status Clinical** field value will automatically change to "4. Activity Report Received".
- If the faculty member successfully submits a form declining re-appointment the **Activity Report Status Clinical** field value will automatically change to "5. Declines Re-Appointment".

2a. Send a Reminder Activity Report Request and/or Resend to a Corrected Email Address

If the **Activity Report Status Clinical** field remains at "3. Waiting for Response" for more than a week (indicating that the faculty member has not responded) you may send the email request again by changing individual dossiers' **Activity Report Status Clinical** field back to "2. Send Request for Activity Report" and clicking Save.

i. Highlight individually, or in bulk (see Appendix B for bulk selection of rows), <u>only</u> the pink-barred dossiers where a response has not been indicated. *Be careful not to select faculty who have already responded to the request – see Appendix B for the safe way to send reminder emails in bulk.*

ii. This will open the Activity Report-Clinical template in the right panel.

iii.   Change the entry in the Activity Report Status Clinical field back to "2. Send Request for Activity Report" and click Save.

This could also be done if you would like to re-send the email to a faculty member who lost theirs or wants it sent to a different email address. If you need to change an email address <u>See Appendix C: Changing an Email Address</u>. Email addresses must be changed in the yellow-barred, permanent dossier to have any effect.

3. How to View/Manage Activity Report Responses

Process Description: When you are prepared to view all faculty responses received, you may prefer to download the data into an Excel spreadsheet. Throughout the submission process it is important to identify any "yes" responses to the CPSO declaration of professional conduct as you go, as these must be reported to the Department Chair, or delegate (e.g. DAC Chair) for immediate action. See the Best Practices Document in dealing with CPSO declarations of professional conduct, which is available on the HR portal.

> **Note:** There are additions to the column headings this year (2020) so please be aware of this when you reach step v below. See Appendix A for help with column headings. See Appendix A for Column setup.

Procedures:

i.   Back in the centre panel, with the columns set up as required (see Appendix A), select all the dossiers by putting a checkmark in the box beside the Name column heading.

ii.   Click the three vertical dots in the upper right menu bar and select **Generate Report**.

iii.   When asked, select Metadata Report

iv.   In the Metadata Report box, select Report Type = Excel and uncheck the Include subfolders box.

v.   Double-check that the correct column headings are still in the Selected box.

vi.   Click Okay.

vii.   Wait while the report generates and, when asked, open with Microsoft Excel.

viii.   Format the Excel file, including the column headings, to present the data in a user-friendly format for DAC review. You may want to amend or elucidate some of the column headings. Incorporate a way in which yourself, or the DAC, can record their decision on whether or not to re-appoint. *For example, you may add a column to the spreadsheet where they can record their decision.*

ix.   After the DAC and Department Chair confirm their decisions on whether or not to re-appoint each faculty member, go back to the LaserFiche pink-barred Re-appointment folders, highlight each pink-barred folder one-by-one, and in the template in the right-side panel change the **Activity Report Status Clinical** field to either:

• 6. Re-Appointment Approved

• 7. Re-Appointment Refused

- 8. Re-Appointment Approved without Activity Report
- 9. Deceased

You may perform step ix in bulk (see Appendix B) but please be careful that the correct dossiers are selected. A mistaken selection of status' 5, 7 or 9 cannot be quickly reversed.

> **Note:** Status "8. Re-Appointment Approved without Activity Report" is not an encouraged status and should only be used in rare circumstances. If used, please consult with your Academic HR coordinator.

4. Re-Appointment Outcomes

❖ Faculty submits an Activity Report

Results:

When an Activity Report form is submitted, the following will occur:

- The **Activity Report Status Clinical** field is changed automatically to "4. Activity Report Received". The faculty member receives an email confirming their report was received. A pdf of the activity report is attached to this email. The data from the Activity Report Web Form is stored in the fields in the pink-barred folder metadata template named Activity Report – Clinical. It will be visible in the columns present within the re-appointments repository.
- A pdf document containing the data from the form is created **and it is stored in the faculty member's dossier in the permanent record area**.

❖ Faculty Declines Re-Appointment

Procedures:

i.   Update HRIS as appropriate

Results:

When a form to Decline Re-Appointment is submitted, the following will occur:

- The **Activity Report Status Clinical** field is changed automatically to "5. Declines Re-appointment". An email is sent automatically to the faculty member confirming receipt of the form. A copy of the Declination pdf is attached.

- On the form the Faculty was asked if they are retiring. If they indicated "Yes", the retirement date is required. That information is captured as data and is available in the Candidate Information template on the yellow-barred dossier.
- A pdf document of the decision to decline re-appointment is created **and it is stored in the faculty member's permanent dossier (i.e. yellow-barred dossier).**
- The yellow-barred permanent dossier and all its contents, is automatically moved to the Archives area of the Appointments repository. The pink-barred Activity Reporting folder remains where it is – it is temporary and will be deleted at the end of the end of the clinical re-appointment process.
- The Faculty member's metadata, in the yellow-barred permanent dossier, is automatically updated with an End Date of June 30th of the current year.

❖ If the Re-appointment is Refused by the DAC

- If the **Activity Report Status Clinical** field is changed to "7. Re-appointment Refused" (meaning refused by the DAC or the Chair), the yellow-barred permanent dossier and all its contents, is immediately and automatically moved to the Archives area of the Appointments repository. The pink-barred Activity Reporting folder remains where it is – it is temporary and will be deleted at the end of the clinical re-appointment process.

It is necessary to upload into the permanent dossier (now in the Archives section), the letter from the Chair that should be sent to notify the faculty member of this change. A template for this letter is available in the HR Portal.

To upload a document into the Archives section:

i. Highlight the desired dossier in the Archives section by expanding the folders in the left-side panel.
ii. Click the Import arrow (up arrow icon) in the menu bar in the top right of the screen.
iii. Browse to the correct document, select it and click Open, then click Okay.
iv. Leave the template setting as No Template Assigned.
v. Click Import.
vi. Double-check that the end date in the faculty member's permanent dossier (in Archives) is June 30th of the current year.
vii. Update HRIS as appropriate.

❖ If the Re-appointment is approved by DAC with or without Activity Report

If the **Activity Report Status Clinical** field is changed by the department coordinator to "6. Re-appointment Approved" or "8. Re-appointment Approved Without Report" a new End Date (June 30th, one year later) is calculated for the faculty member and automatically overwrites the old End Date in the yellow-barred permanent dossier.

Procedures:

i.   Update HRIS as appropriate.

4a. Additional Outcomes

❖ If the Faculty Member Indicated a Change in Email Address

If the faculty member gave a different email address on the form and indicated that it should replace the original email on file with the department, LaserFiche has automatically put the new email address into the **Candidate Email Address** field in the permanent yellow-barred dossier and stored the old email address in a new field called **Alternate Email Address**, also in the yellow-barred dossier. Please note this does not overwrite anything that may or may not be visible in the metadata for the pink-barred folder. All email address functionality runs from the value in the yellow-barred permanent dossier.

It is advised that you check the email addresses to ensure that they are valid institutional email address. You may do so individually by checking the values in the yellow-barred dossier or by viewing them all at once by configuring the columns beside the yellow-barred, permanent dossiers to display both email address fields. See Appendix C: Email Addresses.

 Any changes in contact information should be updated in all appropriate university systems.

❖ If the Faculty Member Indicated a Change in Primary Clinical Site

Clinical faculty may declare on the activity report that they have changed their location of academic activities. All site changes should be reviewed carefully by the Department Chair and/or DAC to ensure continued eligibility in their academic appointment category and any necessary site or appointment changes should be processed after the re-appointment has been completed. See Changes to Existing Appointments on the Step-by-Step Guide (web site) to determine next steps: http://aca.med.utoronto.ca/node/39

5. Confirming/Updating CPSO Numbers *NEW

There are 3 new fields in the pink 'Activity Report – Clinical' templates this year (2020). These new fields need to be added to the visible column headings (see Appendix A for revised sequence of columns). The 3 fields are:

- **CPSO Current Read-only**. The value in this field contains a copy of the CPSO Registration Number field from the permanent dossier. The value is loaded when the pink activity reporting folder is created. The field will be blank if there is no value in the CPSO Registration Number field from the Permanent dossier. It is read-only because it is meant to reflect what is currently in the Permanent dossier.
- **CPSO Submitted**. The value in this field is the value the faculty member entered on either the Activity Report form or the Decline Re-appointment form when they submitted. It will remain blank until one of those forms is submitted. This value, when submitted, may or not match the value in the CPSO Current Read-only field. If it doesn't match there is a problem that must be rectified. See '**Note'** below in the following bullet.
- **CPSO Match**. The value is this field is a quick way to ascertain if there is a problem with the CPSO number for a faculty member. It is also a way to indicate whether the problem has been corrected. This field can have 3 possible values:
    - **Yes.** Once either an activity report form or a declination form is submitted, a 'Yes' in this field indicates that the CPSO Submitted value from the form matches the CPSO Registration Number in the permanent dossier (and therefore also the CPSO Current Read-only in the pink folder).
    - **No.** Once either an activity report form or a declination form is submitted, a 'No' in this field indicates that the CPSO Submitted value from the form does not match the CPSO Registration Number in the permanent dossier (and therefore also does not match the CPSO Current Read-only in the pink folder). This field will also have a value of 'No' if the 'CPSO Current Read-only' field is blank, meaning there is no CPSO value in the permanent dossier.

        Note: A 'No' value in this field indicates that there is a problem that needs to be investigated and rectified. Please go to the CPSO Doctor Search website at https://doctors.cpso.on.ca to ascertain the correct CPSO number. After you have done so, see section 5.1 below on how to correct the data in LaserFiche.

    - **Corrected.** This value indicates that the situation with the CPSO number has been corrected in the Permanent dossier.
        If you are using the business process discussed below to copy the CPSO Submitted value into the permanent dossier then the value 'Corrected' will appear automatically. If you change the CPSO Registration Number field in the permanent dossier by going to the permanent dossier and changing it manually then you may select this value yourself in

the pink dossier to indicate that you have done so.

5a. Correcting CPSO Numbers

❖ Automatically Copy Over from the CPSO Submitted value
  If the CPSO Submitted value is correct and you would like to automatically replace the CPSO Registration Number in the Permanent dossier (as reflected in the Current CPSO Read-only in the pink dossier) with the value in the CPSO Submitted field
  o Select the activity reporting pink dossier (you may select multiple pink folders at once if that is appropriate)
  o Right click and from the drop down menu that appears select Start Business Process >> Show All Business Processes.
  o Click the Start button beside the business process titled '**ActivityReporting - CPSO Registration Number Correction'.**
  o When the process is complete, refresh the LaserFiche screen. You should see the following results in the pink dossiers.
    ▪ The value in the Current CPSO Read-only field should be the same as the value in the CPSO Submitted field
    ▪ The CPSO Match field value should say 'Corrected'
    ▪ If you go back to the Permanent dossier for the faculty member, the CPSO Registration Number field should equal the CPSO Submitted field.

❖ Manually Correct the CPSO Registration Number field in the Permanent Dossier
  If the value in the CPSO Submitted field is not correct either (as ascertained by searching the CPSO Doctor Search website)
  o Confirm that you have a correct CPSO number
  o Go back to the Permanent dossier and enter the correct number in the CPSO Registration Number field. Save.
  o In the Activity report pink dossier, manually change the CPSO Match field to 'Corrected'.
    ▪ This will not change the Current and Submitted CPSO values in the pink dossiers but will indicate to Human Resources that you have corrected the permanent dossier.

> Remember: Pink dossiers, their data and their contents get deleted every year. Data must be updated in the Permanent dossier.
>
> Also remember to update the CPSO number in HRIS!

6. Completing the Cycle (Generate Report)

Once all department chair decisions are recorded in LaserFiche, the Department Coordinators must do the following:

Procedures:

  i.   Export one final Excel spreadsheet including decisions and Activity Report responses. See Section 3: How to View/Manage Activity Report Responses for instructions on how to generate a report (steps i-viii) and, if necessary, Appendix A of this manual.

  ii.   Email this spreadsheet to the Academic HR Coordinator

Following the completion of the all re-appointments outcomes, Discovery Commons will delete the current pink-barred folders. New ones will be regenerated the following year. **All re-appointment outcomes must be recorded in LaserFiche and in HRIS by the Department Coordinator no later than June 30th of the current year.**

Appendix A: Column Headings

The column headings may have been pre-set but they do need to checked every year for updates. If you lose the correct configuration of columns there are two ways to re-establish them.

❖ Load the pre-Saved Column Configuration
Procedures:

i. In the directory tree (the left-side panel), go to:
ii. Department Name >> *Activity Reporting >> Clinical MD. Highlight Clinical MD and you will see pink-barred folders in the centre panel.
iii. Right-click on the bar containing the column headings in the centre panel and select Saved Columns.
iv. Select Activity Reporting – Clinical MD.
v. Compare the resultant column configuration with the list below (**Correct Order of Column Headings for Activity Reports**). You may need to make a few changes as the collected information in the forms changes from year to year.

❖ Configure your own columns
Procedures: If there are no pre-saved columns or if changes are needed, you may configure your own columns:

i. In the directory tree (the left-side panel), go to:
ii. Department Name >> *Activity Reporting >> Clinical MD. Highlight Clinical MD and you will see pink-barred folders in the centre panel.
iii. Right-click on the bar containing the column headings in the centre panel and select Column Picker.
iv. Under Selected Columns, select each unwanted field (fields that are not part of the list below) and remove it by double-clicking it.
v. In the Available box, find the section 'Activity Report – Clinical'. Move the desired fields from the Available box to the Selected box by dragging them over or by double-clicking on them. Dragging them over allows you to order (sort) the columns more quickly.

   (Alternately, drag the title of this section 'Activity Report – Clinical' over to the Selected box. This will bring all the fields over in the order they appear on the template.)

vi. You must sort these fields in the Selected box so that the list matches the list below. To sort, just drag and drop the fields up and down in the Selected box.
vii. Click Apply or, if you wish, click Save Profile to save this particular column profile for re-use.

- ❖ *Correct Order of Column Headings for Activity Reports-Clinical **Revised 2020***
  Name
  Activity Report Status Clinical
  Professional Conduct
  CPSO Current Read-only *New
  CPSO Submitted *New
  CPSO Match *New
  Academic Appointment Category
  Leaves
  Leave Type
  Leave Duration
  Location Academic Activities_Confirm
  Primary Clinical Site
  Primary Clinical Site New
  Primary Academic Site Other
  UME
  UME PreClerkship
  UME Clinical Rotation
  PGME
  Other Programs
  Other Program Levels
  Other Program Desc
  Continuing Ed
  Continuing Ed Desc
  Faculty Development
  Faculty Development Desc
  Research
  Research Ethics Board Approval
  Research Ethics Board Type
  Research Desc
  CPA
  CPA Desc
  Administrative Functions
  Administrative Desc
  Future Academic Activity

- ❖ Add another field to this column configuration (e.g. Department Division)
  Procedures:

  i.   First, configure the columns as described above.

ii. In the Column Picker, in the Search bar at the top of the Available box, type Department Division.

iii. Drag the Department Division field over to the Selected box and place it in the desired order.

iv. Click Apply or, if you wish, click Save Profile to save this particular column profile for re-use.

Appendix B: Bulk Select Dossiers

If it is necessary or desired to change the value of the same field for two or more dossiers, there are several ways to do this:

i. To select a small number of dossiers, put a check mark in the box beside the desired dossiers in the list in the centre frame.

ii. To select all of the dossiers, put a check mark in the box beside the column heading 'Name'. All the dossiers will be selected.

iii. To select a discontinuous list of dossiers, select the first dossier by clicking in the white space of the row, hold down the CRTL button and click in the white space of the row of the rest of the desired dossiers.

Appendix C: Email Addresses

> **Note:** If, in the process of requesting Activity Reports, an email address needs to be changed so a request can be re-sent, the address must be changed in the metadata of the permanent dossier. If an email address is visible in the template of the pink-barred dossier it is of no consequence – this is not what LaserFiche will look for when sourcing an email address.

❖ Changing an individual email address

Ideally, email addresses in LaserFiche should be updated at any time during the year if the department becomes aware that there has been a change.

The email address field is located on the Candidate Information template of the yellow-barred dossier in the Permanent record area.

Procedures:

    i.   Highlight the yellow-barred dossier in the Permanent Record. The Candidate Information template will appear in the right-side panel.

   ii.   Change the value in the **Candidate Email Address**.

  iii.   Click Save.

❖ Viewing all email addresses

Procedures:

    i.   Log in to the Appointments repository

   ii.   In the directory tree (the left-side panel), go to:

          a.   Department Name >> Clinical MD

  iii.   Highlight this Clinical MD folder and take note of the yellow-barred folders that appear in the centre panel.

  iv.   Configure the columns in a way that gives you the information you need. In this case, we want to see the Candidate Email Address and the Candidate Email Address Alternate fields.

          a.   Right-click on the column headings bar and select Column Picker.

          b.   Under Selected Columns, select each unwanted field and remove it by double-clicking it.

          c.   In the Available box, under the section Candidate Information, select the Candidate Email Address and the Candidate Email Address Alternate fields either by dragging them over to the Selected box or by double-clicking on them.

          d.   Drag and drop fields up or down the Selected box to create the desired order.

          e.   Click Apply or, if you wish, click Save Profile to save this particular column profile for re-use.

    v.   Review the email addresses carefully, looking for non-institutional addresses and incorrect formatting.

Appendix D: Sample Activity Report Request

Activity Report Required - Carol Cabbage, Training

HRappts.medicine@utoronto.ca

● This message was sent with High importance.

Sent: Tue 24/05/2016 1:31 PM

To: Carolanne Graham

Cc: Katherine McConnell

Dear Dr. Carol Cabbage

Your academic appointment with the Department of Training, Faculty of Medicine, requires that you submit an activity report for the purpose of your clinical re-appointment to the University of Toronto. The activity report is intended to summarize your academic activities for the last academic year, including any anticipated activities that may occur prior to June 30th of this year.

Once submitted, your activity report will be reviewed by the Department of Training. This activity report may also be shared with your Hospital Chief or Education Leader for information purposes. If you do not hear from the Department of Training your clinical academic appointment will be renewed for the next academic year, beginning on July 1st and ending June 30th.

Please note that you will require the following information to successfully submit your activity report or decline re-appointment:

- Your CPSO number
- Your Appointment ID: **99920130341** (you must see or copy and paste this into the activity report)
- Your Last Name: **Cabbage** (you must see or copy and paste this into the activity report)
- Your Primary Clinical Site (where you fulfill the majority of your academic work): **Southlake Regional Health Centre**
Please verify this site when asked on the Activity Report. If the Primary Clinical Site field here is blank, please select 'No' when asked to confirm on the web form and fill in the next question.

To renew your academic appointment, please complete your activity report at Activity Report - Clinical Adjunct. Only IE, Firefox and Chrome browsers are supported for this website.

It should take no more than 10-15 minutes to complete.

To decline your academic re-appointment, please visit
Decline Re-Appointment

Submission Deadline: April 09, 2018

If we have yet to receive your completed activity report, you may be receiving this notification for a second time. Please note that we are unable to process your re-appointment to the Faculty of Medicine until your activity report is submitted. Questions can be directed to the Department Coordinator at departmentcoordinator@utoronto.ca.

Thank you very much for taking the time out of your busy schedule to address this matter.

Department of Training | Faculty of Medicine
University of Toronto

Appendix E: Sample Activity Report Received

Activity Report Received by Dept of Training

HRappts.medicine@utoronto.ca

Sent: Tue 24/05/2016 1:40 PM
To: Carolanne Graham
Cc: Katherine McConnell

📧 Message   📄 Cabbage_Carol_99920130341_ActivityReport_May24_2016.pdf (989 KB)

Dear Dr. Carol Cabbage

The department of Training has received your activity report.

You will be contacted if anything further is required**. If you do not hear from us your clinical academic appointment will be renewed for the next academic year, beginning on July 1st and ending June 30th.**

Please find attached your completed activity report and the terms and conditions of your clinical academic appointment.

Thank you

Training | Faculty of Medicine
University of Toronto

Appendix F: Sample Re-appointment Declined

Declined Re-appointment Received by Dept of Training

HRappts.medicine@utoronto.ca

Sent: Tue 24/05/2016 1:46 PM

To: Carolanne Graham

Cc: Katherine McConnell

Message | Cabbage_Carol_99920130341_ReAppointmentDeclination_May24_2016.pdf (1 MB)

Dear Dr. Carol Cabbage

The department of Training has received your decision to decline your clinical academic re-appointment. Your clinical academic appointment end date is June 30th of this year.

You will be contacted if anything further is required.

Thank you for your contributions to the academic mission of the Faculty of Medicine.

Training | Faculty of Medicine
University of Toronto