# Academic Appointments Checklist

Canadian medical graduates must provide:

## Appointment Information
- Candidate name
- Proposed appointment start date
- Category (e.g. full time)
- Proposed rank
- Online application form (to be submitted by site or candidate)

## Required from Site
- Letter of support from Chief Anesthesiologist
- Academic position description
- Search details

## Required from Candidate
- Curriculum Vitae (must follow the UofT format)
- Teaching dossier
- Internal references (3)
- External references (2–3)*
- Copy of CPSO certificate of professional conduct
- Demonstration of teaching effectiveness

* It is understood that some applicants will not have medical experience external to the University, and therefore can only provide internal references. In those cases, applicants should provide 4 – 5 internal reference letters to support their application.