IHPME Academic Appointments Application for Non-Appointed Faculty - Summary Sheet

Adjunct, Status, Cross-Appointed and Visiting Faculty Appointments:

These are the four types of academic appointments (non-appointed) that are available at the Institute of Health Policy, Management and Evaluation (IHPME) for individuals demonstrating merit and the potential to positively impact the healthcare ecosystem. IHPME seeks faculty committed to building the next generation of healthcare and health system leaders.

There are several stages in the application process:

PRE-APPLICATION

1. Contributions – Adjunct, status and cross-appointed faculty are expected to make a substantial and continued contribution to IHPME. The contribution is typically considered as teaching (or co-teaching) one half-course per year or equivalent. Please contact the appropriate Program Director to determine specific contributions (for instance, course title, named student) in the following areas:
   a. teaching (teaching or co-teaching or serving as a tutor for a half-course, student supervision, student committee membership, etc.)
   b. service (admissions committee, serve as chair in final examinations, etc.)

2. Type of appointment – Determine the type of appointment (Adjunct, Status or Cross Appointment) by reviewing the text on our website: https://ihpme.utoronto.ca/community/faculty/academic-appointments/

APPLICATION PACKAGE

The application package includes the following:
1. Completed online application form
2. Current CV
3. Letter of Contribution (please use the template provided)
4. Letter of Support from Employer or UofT Academic Chair/Director for clinical faculty or applicants with existing UofT appointments (please use the template provided)
5. Letter of Support from a relevant Program Director
6. Two Reference Letters for status appointments (except for applicants who are employed at another university or who have an appointment elsewhere at UofT)

APPLICATION PROCESS

1. Submit the application package using the IHPME online application. This is a unique URL that will expire three months after the date of issuance. Please contact the ihpme.appointments@utoronto.ca for the unique URL.
2. The application will be reviewed by the IHPME Academic Appointments and Promotions Committee (A&P).
3. Once approved, the application will be submitted to the Dean of the Dalla Lana School of Public Health for final approval.

APPLICATION DEADLINES

ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED by the deadlines noted below:

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<th>IHPME A&amp;P Meeting</th>
<th>Submission Deadline</th>
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<td>Oct 20, 2021</td>
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<td>Dec 15, 2021</td>
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<td>Feb 16, 2022</td>
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<td>Jun 15, 2022</td>
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<td>Aug 17, 2022</td>
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FINAL STEPS

1. Appointment letter & other required documents – You will receive your appointment letter as well as an HR form, and a faculty web profile template. Your appointment commences upon receipt of the signed letter.

2. Onboarding – Upon receipt of the signed letter and completed forms, the final steps to integrate at IHPME are as follows.
   a. UTORid – You will receive a welcome letter with your UTORid which is key to online services at UofT: UofT email, campus wireless, library access, and others.
   b. Faculty Web Profile
   c. Faculty Listserv