

FACULTY OF MEDICINE, DALHOUSIE MEDICINE NEW BRUNSWICK

Saint John Site Only

FACULTY APPOINTMENT/REAPPOINTMENT PROCESS DOCUMENT

Physicians are crucial to advancing the academic mission of the Faculty of Medicine, Dalhousie University and Horizon Health Network. These individuals teach and inspire our learners, and are the role models for the next generation of health care professionals. In accordance with the accreditation standards, physicians supervising residents and/or students are required to hold an academic appointment with Dalhousie University.

The recommendation for a faculty appointment/reappointment requires confirmation that the physicians is in good standing with Horizon Health Network. As such, the recommendation must come from either the Academic Clinical Head or Chief of Staff, both of whom have direct access to this information. The process is outlined on the flow charts below and template forms are also included to facilitate the process.

The link below will provide you with additional information on the Faculty of Medicine's Promotion & Tenure Guidelines as well as guidelines for clinical faculty appointments.

https://medicine.dal.ca/for-faculty-staff/promotion_tenure.html



FACULTY OF MEDICINE Dalhousie Medicine New Brunswick

FACULTY OF MEDICINE, DALHOUSIE MEDICINE NEW BRUNSWICK

Saint John Site Only

INITIAL APPOINTMENT PROCESS

APPLICANT SUBMITS TO CLERKSHIP COORDINATOR MEDICAL EDUCATION SITE

Application Form (Complete Sections 1 Only)
Current Curriculum Vitae

Family Medicine Only:

Family Medicine Application Form Practice Profile Form Teaching Selection Form CLERKSHIP COORDINATOR FORWARDS TO
THE CLINICAL DEPARTMENT HEAD WHO
COMPLETES THE APPLICATION AND RETURNS
TO THE CLERKSHIP COORDINATOR

Application Form (Sections 2, 3, & 4)
Career Path Profile (If Continuing Appointment)

CLERKSHIP COORDINATOR SUBMITS TO OFFICE OF ASSOCIATE DEAN DMNB

Scan Complete Package
Maintain a Copy on File
Email to the Chief Operating Officer DMNB

DEAN FACULTY OF MEDICINE SUBMITS TO OFFICE OF THE PROVOST

Add Signature to Letter of Recommendation

FOM ACADEMIC DEPARTMENT HEAD SUBMITS TO DEAN FACULTY OF MEDICINE

Complete Faculty Information Profile

Add Signature to Letter of Recommendation

ASSOCIATE DEAN DMNB SUBMITS TO FOM ACADEMIC DEPARTMENT HEAD

Prepare Letter of Recommendation
Submit Application Package for Approval



OFFICE OF PROVOST VIA ACADEMIC HUMAN RESOURCES

Final Approval of Application
Prepare Letter of Appointment
Send Letter to Applicant and Copy to Office of
Associate Dean DMNB

OFFICE OF ASSOCIATE DEAN DMNB

Forward Copy of Appointment Letter including Banner Number to the Clerkship Coordinator, Site Medical Education Department

CLERKSHIP COORDINATOR

Forward Appointment Letter including Banner Number and Information Sheet to Faculty Member

Update Department List and Send to Clinical Department Head



FACULTY OF MEDICINE Dalhousie Medicine New Brunswick

FACULTY OF MEDICINE, DALHOUSIE MEDICINE NEW BRUNSWICK

Saint John Site Only

REAPPOINTMENT PROCESS

CLERKSHIP COORDINATOR, SITE MEDICAL EDUCATION DEPARTMENT SUBMITS TO CLINICAL DEPARTMENT HEAD

Monitor Monthly Faculty Appoint List and Flag
Appointments Scheduled to Terminate 6 Months in
Advance of End Date

Complete Sections 1 & 2 of Application Form and Submit to Clinical Department Head

Family Medicine Only:

Obtain Updated Practice Profile Form
Obtain Updated Teaching Selection Form

CLINICAL DEPARTMENT HEAD SUBMITS TO CLERKSHIP COORDINATOR

Complete Sections 3 & 4 of Application Form

CLERKSHIP COORDINATOR SUBMITS TO OFFICE OF ASSOCIATE DEAN DMNB

Scan Completed Form
Maintain a Copy on File
Email to the Chief Operating Officer DMNB

Family Medicine Only:

Updated Practice Profile Form
Updated Teaching Selection Form

DEAN FACULTY OF MEDICINE SUBMITS TO OFFICE OF THE PROVOST

Add Signature to Letter of Recommendation

FOM ACADEMIC DEPARTMENT HEAD SUBMITS TO DEAN FACULTY OF MEDICINE

Complete Faculty Information Profile

Add Signature to Letter of Recommendation

ASSOCIATE DEAN DMNB SUBMITS TO FOM ACADEMIC CLINICAL HEAD

Prepare Letter of Recommendation

\vee

OFFICE OF PROVOST VIA ACADEMIC HUMAN RESOURCES

Final Approval of Reappointment
Prepare Letter of Appointment
Send Letter to Applicant and Copy to Office of Associate
Dean DMNB

OFFICE OF ASSOCIATE DEAN DMNB SUBMITS TO CLERKSHIP COORDINATOR

Forward Copy of Reappointment Letter including Banner Number to the Clerkship Coordinator

CLERKSHIP COORDINATOR SUBMITS TO FACULTY MEMBER & CINICAL DEPARTMENT HEAD

Forward Letter of Reappointment including Banner
Number and Information Sheet to Faculty
Member

Update Department List and Send to Clinical Department Head