**Division Director Letter**

Date

Narmin Kassam, M.D.  
Professor and Chair, Department of Medicine  
University of Alberta  
Head, Clinical Department of Medicine  
AHS Edmonton Zone

**Re: Dr. Name, Email Address – Adjunct Academic Colleague Appointment**

I would like to request approval of the appointment of Dr. Name as a member of the Adjunct Faculty effective start date in the Department of Medicine of the Faculty of Medicine and Dentistry.

The [Choose one: teaching/research/teaching and research] appointment, which is for a [Choose: one, three or five] year(s), renewable, term, involves no remuneration and may be terminated within the appointment period by mutual consent, or as initiated by the Department or Dr. Name, Director, Division of Division.

The goals and expectations of the adjunct academic appointment will provide significant mutual benefits of the physician, division and the department. The particular needs and circumstances have been worked out and are outlined below.

**Outline involvement in Teaching and/or Research:**

Including goals and expectations. Also identify the type of research (ie. Clinical trials, grant funding etc.)

Click or tap here to enter text.

**Activities to be Carries out:**

Clinical bedside teaching for students and/or residents, in inpatient and/or ambulatory settings

Supervision of students and/or residents on research projects

Lectures and/or seminars given to students and/or residents

Participating in evaluation of trainees, such as OSCE’s, interviews

Specify your own value: Click or tap here to enter text.

**Can apply for and hold grants** [UofA Policies and Procedures On-Line (UAPPOL)](https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Eligibility-to-Apply-for-and-Hold-Research-Funding-Policy.pdf):

The Adjunct Faculty member can apply and hold research funding as eligible or not eligible however, the eligibility to apply and hold research funding is preferred through the primary department and the primary department is responsible for over expenditures.  Please choose not eligible if the Adjunct Faculty member can obtain eligibility through their primary department or if there is, no research duties attached to this appointment.

Yes

No

**Undergraduate Activities –** Including involvement in the undergraduate courses (e.g. teaching, honors thesis supervision).

Click or tap here to enter text.

**Graduate Activities –** Including teaching, supervisory committee, formal mentoring, and program development

Click or tap here to enter text.

**Residency Training Program (Postgraduate Medicial Education) –** Including teaching, preceptor for clinical rotations, participation in internal oral exams. Normally, teaching of learners in other departments does not warrant an adjunct/secondary appointment, keeping in mind that most physicians teach learners from other departments.

Click or tap here to enter text.

**Research –** Service provided to the whole department, not just individual research collaborations.

Click or tap here to enter text.

**Other Activities** – Service provided to department (e.g department council meetings, departmental retreats).

Click or tap here to enter text.

**Other Contributions –** Any other contributions that are not noted above.

Click or tap here to enter text.

**Annual report:**

The annual report will address the achievements relative to the goals and expectations and will be reviewed by the Division Director for evaluation and recommendation to the Department Chair for evaluation.

**Required for CAC appointment:**

Home address:

Email address:

Date of Birth:

Dr. Name and I look forward to hearing your recommendation to the Dean.

Sincerely,

Dr. Name, Director, Division of Division

Encl.

Dr. Name, CV