**Physician Appointee Letter**

Date

Division Director

Division

**Re: Request for Adjunct Academic Colleague Appointment**

I would like to request approval of an Adjunct Academic Appointment in the Division of [Division] in the Department of Medicine at the University of Alberta.

The CHOOSE teaching and/or research OR BOTH 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:**

Provide how you will be contributing in the Division with respect to teaching & research, including your 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 If applicabe:**

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 finding 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 –** Include involvement in the undergraduate courses (e.g. teaching, honors thesis supervision).

Click or tap here to enter text.

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

Click or tap here to enter text.

**Residency Training Program (Postgraduate Medicial Education) –** Include 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 –** Include service provided to the whole department, not just individual research collaborations.

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

**Required for Adjunct appointment:**

Home address: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Date of Birth: Click or tap here to enter text.

I have enclosed a copy of my CV and thank you for your support in this matter.

Sincerely,

Name of Physician

Division

Email address

Date of Birth for University CCID number

Encl.

Name, CV