Status Only

Activity Reporting and Re-Appointments

Instructions for Filling in Spreadsheet

Deadline = February 15, 2018

- Only Faculty members with an Academic Appointment Category of Status Only, and who do not already have a dossier in LaserFiche, should be included on this spreadsheet.

- This is the spreadsheet that must be filled in – download of a similar file from another source is not technically viable.

- **All fields (columns) are mandatory EXCEPT 'Department Division' and 'Existing Primary Department (if applicable)'.**

- Department – please enter the Department name as it appears below
    - Anesthesia
    - Biochemistry
    - Family and Community Medicine
    - Immunology
    - Laboratory Medicine and Pathobiology
    - Medical Biophysics
    - Medical Imaging
    - Medicine
    - Molecular Genetics
    - Nutritional Sciences
    - Obstetrics and Gynaecology
    - Occupational Sciences and Occupational Therapy
    - Ophthalmology and Vision Sciences
    - Otolaryngology - Head and Neck Surgery
    - Paediatrics
    - Pharmacology and Toxicology
    - Physical Therapy
    - Physiology
    - Psychiatry
    - Radiation Oncology
    - Speech Language Pathology

- Surgery

- Department Division. This is not a mandatory field. If the department wants to track re-appointments by Department Divisions – the name of the various divisions in your department must match those shown on the Appointment Application Form (non-MD). See https://documents.med.utoronto.ca/WebForms/nonclinical

- Academic Appointment Category is always Status Only.

- Personal Number – do not include preceding zeros in personnel numbers

- In the Last Name and First Name fields, please do not use initials or punctuation marks. If you must use an initial, do not follow it with a period.

- End dates are in the format dd-Mmm-yyyy (e.g. 30-Jun-2018)

- Allowable Ranks are
  Professor | Associate Professor | Assistant Professor | Lecturer

- Candidate Email Address should be a U of T or an Institutional address. PLEASE TEST THIS ADDRESS BEFORE SUBMITTING THE SPREADSHEET.

- Applicant Mailing Addresses are best put in with line breaks but surrounded with "".
  e.g.   "Radio-Imaging Lab
          Room 2689
          Mount Sinai Hospital
          Toronto ON M8J 5T5"

- Allowable entries for Academic Appointment Level are
  Primary | Concurrent | Primary in FacMed

- Allowable Entries for Existing Primary Department (if applicable)

  - Dalla Lana School of Public Health
  - Department of Anesthesia
  - Department of Biochemistry
  - Department of Family and Community Medicine
  - Department of Immunology
  - Department of Laboratory Medicine and Pathobiology
  - Department of Medical Biophysics

- Department of Medical Imaging
- Department of Medicine
- Department of Molecular Genetics
- Department of Nutritional Sciences
- Department of Obstetrics and Gynaecology
- Department of Occupational Sciences and Occupational Therapy
- Department of Ophthalmology and Vision Sciences
- Department of Otolaryngology - Head and Neck Surgery
- Department of Paediatrics
- Department of Pharmacology and Toxicology
- Department of Physical Therapy
- Department of Physiology
- Department of Psychiatry
- Department of Radiation Oncology
- Department of Speech Language Pathology
- Department of Surgery
- Donnelly Centre for Cellular and Biomolecular Research
- Institute of Health Policy Management and Evaluation

- Allowable entries for PhD Scientist are
  Yes | No