



Discipline of Family Medicine  
Faculty of Medicine

The Health Sciences Centre  
St. John's, NL, Canada A1B 3V6  
Tel: 709 864-6541 Fax: 709 864-3349  
[www.mun.ca/medicine/familymed/](http://www.mun.ca/medicine/familymed/)

## **PROCESS FOR PART-TIME CLINICAL FACULTY APPOINTMENTS Discipline of Family Medicine, MUN**

### **The Application:**

A letter of application for a part-time clinical faculty appointment in the Discipline of Family Medicine must be written to the Chair of Family Medicine at the above address, indicating past, current, and future anticipated involvement in the teaching of medical students and/or residents from Memorial University.

### **The Curriculum Vitae:**

Attach a current curriculum vitae (CV). You can use the provided CV form or your own CV document. Items listed on a CV should be in chronological order beginning with the most recent. In lieu of a CV, completion of the "CV Form" is acceptable. Suggested components of a formal CV are:

- a. Name and contact information including mailing address, e-mail address, telephone and fax numbers.
- b. Current professional status
- c. Education
- d. Medical registration & certification
- e. Professional appointments/employment
- f. Academic/administrative responsibilities
- g. Committees
- h. Publications
- i. Presentations
- j. Research
- k. Continuing medical education
- l. Awards/honors
- m. Community involvement
- n. Personal Statement (indicating interest/involvement).

### **References:**

Two references are required for part-time appointments. A template has been attached for your convenience. References should be submitted directly by the referee to [dfmadmin@mun.ca](mailto:dfmadmin@mun.ca).

### **The Review:**

Upon receipt of the appropriate documentation, the application will be reviewed by the Chair. If the position is deemed to be stipendiary, the stipend will be discussed with the applicant at this point.

### **The Conditions of Appointment:**

Individual Conditions of Appointment will be drafted and forwarded by e-mail to the applicant for acceptance prior to recommendation to the Dean of Medicine. Any detailed teaching activity will be outlined.

Upon satisfactory review and acceptance of the Conditions by the applicant, the appointment will be recommended to the Dean of Medicine for approval and then forwarded to the Office of the Provost and Vice-President (Academic) for final consideration.

### **The Formal Appointment:**

A letter of appointment will be written to the applicant requesting your formal acceptance of the appointment. You may accept by signing the letter of appointment where indicated and returning to [facrel@mun.ca](mailto:facrel@mun.ca).

### **Faculty of Medicine Website:**

Additional information relevant to faculty appointees may be obtained by viewing the Faculty of Medicine website at <https://www.mun.ca/medicine/administrative-departments/faculty-affairs/>

### **MUN Resources Available to Part-Time Faculty Members:**

Information on Library use is available at:

- a. Online at <http://www.library.mun.ca/> and <http://www.library.mun.ca/hsl/>;
- b. By calling the Health Sciences Library Information Desk at 709-864-3378; or
- c. By email at [hsinfo@mun.ca](mailto:hsinfo@mun.ca) or <http://www.library.mun.ca/forms/emailhelp/>.

Opportunity for research collaboration exists in the Discipline of Family Medicine by emailing the Director of Research in the Primary Healthcare Research Unit, Health Sciences Centre, at [phru@mun.ca](mailto:phru@mun.ca).

MUN identification cards and a MUN e-mail account may be obtained as follows:

- a. **Memorial University employee ID card:** Photo IDs are available through the Memorial University Bookstore by emailing [campuscard@mun.ca](mailto:campuscard@mun.ca). Include your employee ID number and a recent photo, when requesting a new ID card.
- b. **MUNMed e-mail account:** All faculty are asked to obtain a MUN e-mail account as required by university policy (<http://www.mun.ca/policy/site/policy.php?id=118>). Contact Health Sciences Information and Media Service (HSIMS) at [support@med.mun.ca](mailto:support@med.mun.ca).
- c. **My.MUN.ca Account:** **My.mun.ca** gives you access to a wide variety of information and services through a single web interface that you can personalize to meet your needs. Content and services are specific to you and reflect your roles within the university.

**To create an account** go to <https://login.mun.ca/cas/login?service=https://my.mun.ca/Login> and click "Create account". You will need your employee number. If you have any questions, please contact the Information Technology Services Service Desk by phone at 709-864-4595 or by email at [help@mun.ca](mailto:help@mun.ca).

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