

PROCESS FLOW FOR NEW CLINICAL ACADEMICS ON A REDUCED WORKLOAD (.5FTE - .9FTE)

(Note: All NEW 1.0 FTE appointments will remain with the current process. While there will be upcoming discussions to try and streamline both the 'normal' and reduced workload processes, for now they remain separated)

Steps:

- 1) The Department sends the [Hospital Template](#) letter (unsigned) to Medical Affairs AND AT THE SAME TIME the Department sends Schulich Human Resources the Academic Role Category (ARC), [Schulich Template – Appendix A \(Responsibilities\)](#) and [Schulich Template – Appendix C \(RWL\)](#) (unsigned). Note: The changes on the letter would be done via track changes, to see what was changed.

- 2) After these forms are reviewed they are then sent back to the Department to accept the track changes and get signatures (from everyone but the faculty member) on the Hospital letter, ARC and Schulich Template - Appendix C (RWL).

- 3) Once signed (as indicated in #2 above) the hospital letter along with the Western specific documents (completed Faculty Appointment Notice (FAN), current Curriculum Vitae (CV), Recruitment Summary Form, a copy of the advertisement, the Annual Financial Summary (Appendix A) and the Department Practice Plan (Appendix B), the Personnel Data Sheet for Clinical and the CPSO documentation (letter from the Chair and three reference letters - if applicable) and work permit for non-Canadians (if applicable) as well as the ARC and Schulich Template - Appendix A (Responsibilities) and (signed) Schulich Template – Appendix C (RWL) are sent to Schulich Human Resources for processing.

- 4) Schulich Human Resources gathers this information and generates the Schulich Only letter and incorporates the completed Schulich Template - Appendix A (Responsibilities), ARC and the Schulich Template - Appendix C (RWL) and has the Dean and Provost sign off. Once all signatures are on the Schulich letter (and appendices) a package is sent to the Department, to send to the Faculty member, including: the Hospital Letter, ARC, Schulich Appointment Letter (including the Appendices), Clinical Academic Contract and possibly collection account paperwork to all be signed off by the Faculty member (as well as some promotional material from Schulich).

- 5) The Department then gets the faculty member to sign off. They send a copy of the original Hospital Letter and copy of ARC to Medical Affairs and return all other originals (with a photocopy of the hospital letter) to Schulich Human Resources for processing.

See below the following links to the templates mentioned above that will be required to be completed:

- [Medical Affairs - Hospital Template Letter](#)
- [Schulich Human Resources – Schulich Template - Appendix A \(Responsibilities\)](#)
- [Schulich Human Resources – Schulich Template Appendix C \(RWL\)](#)

Note: When logging into the Schulich Human Resources templates, since these documents are housed in a restricted part of the webpage you will need to login with your UWO username and password. You will find them under the Faculty Templates: Clinical Academics (Reduced Workloads)