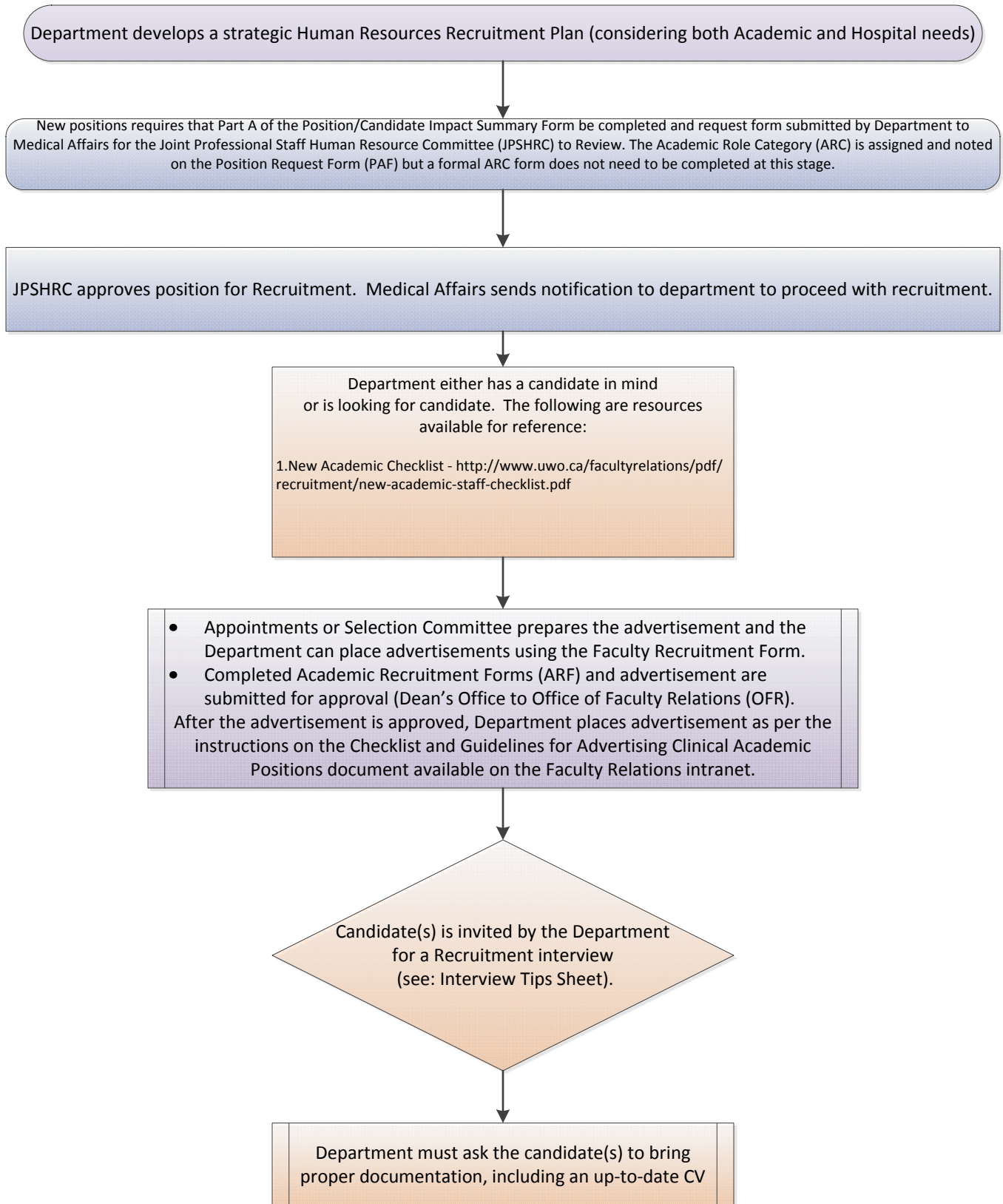
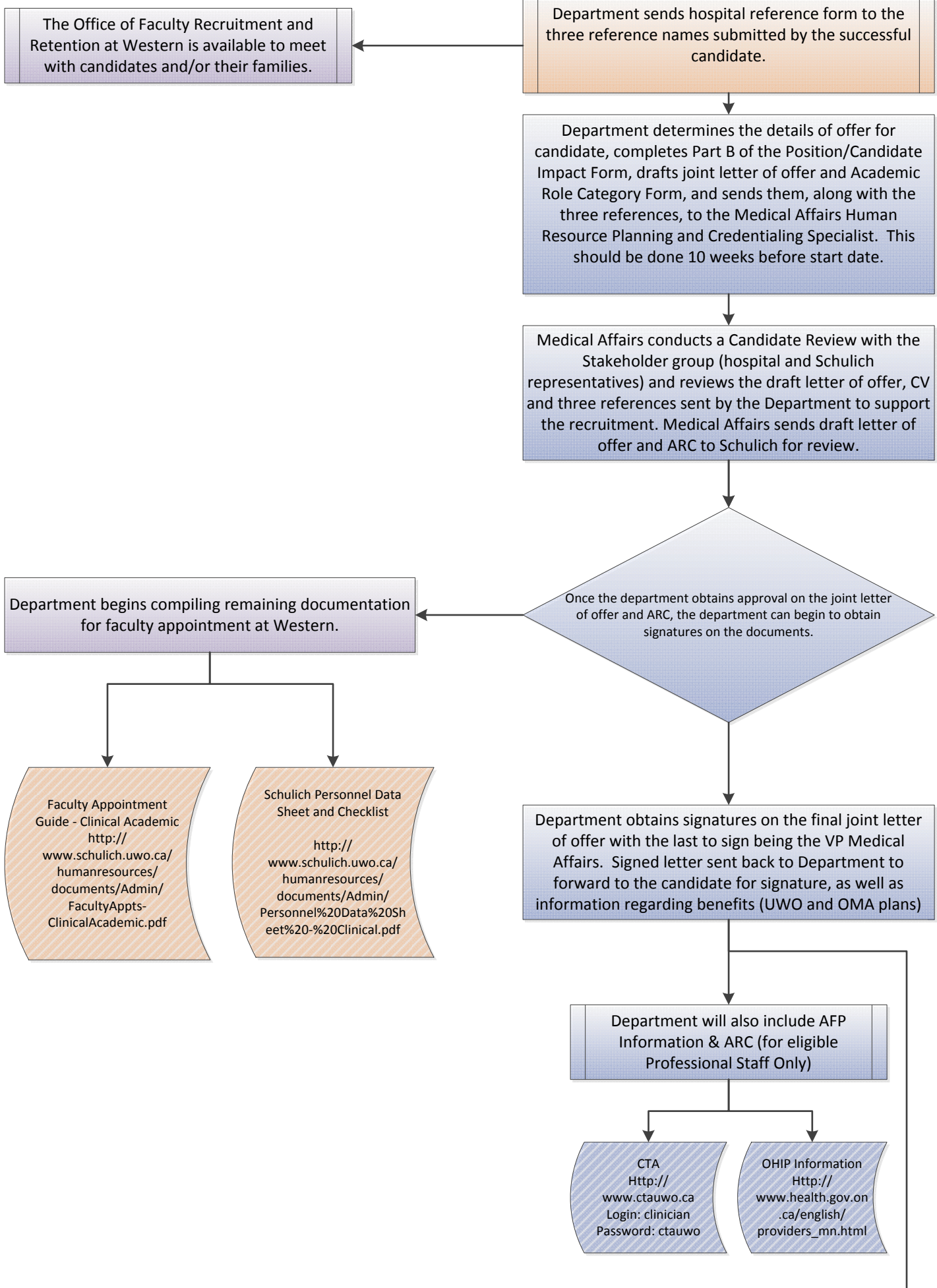
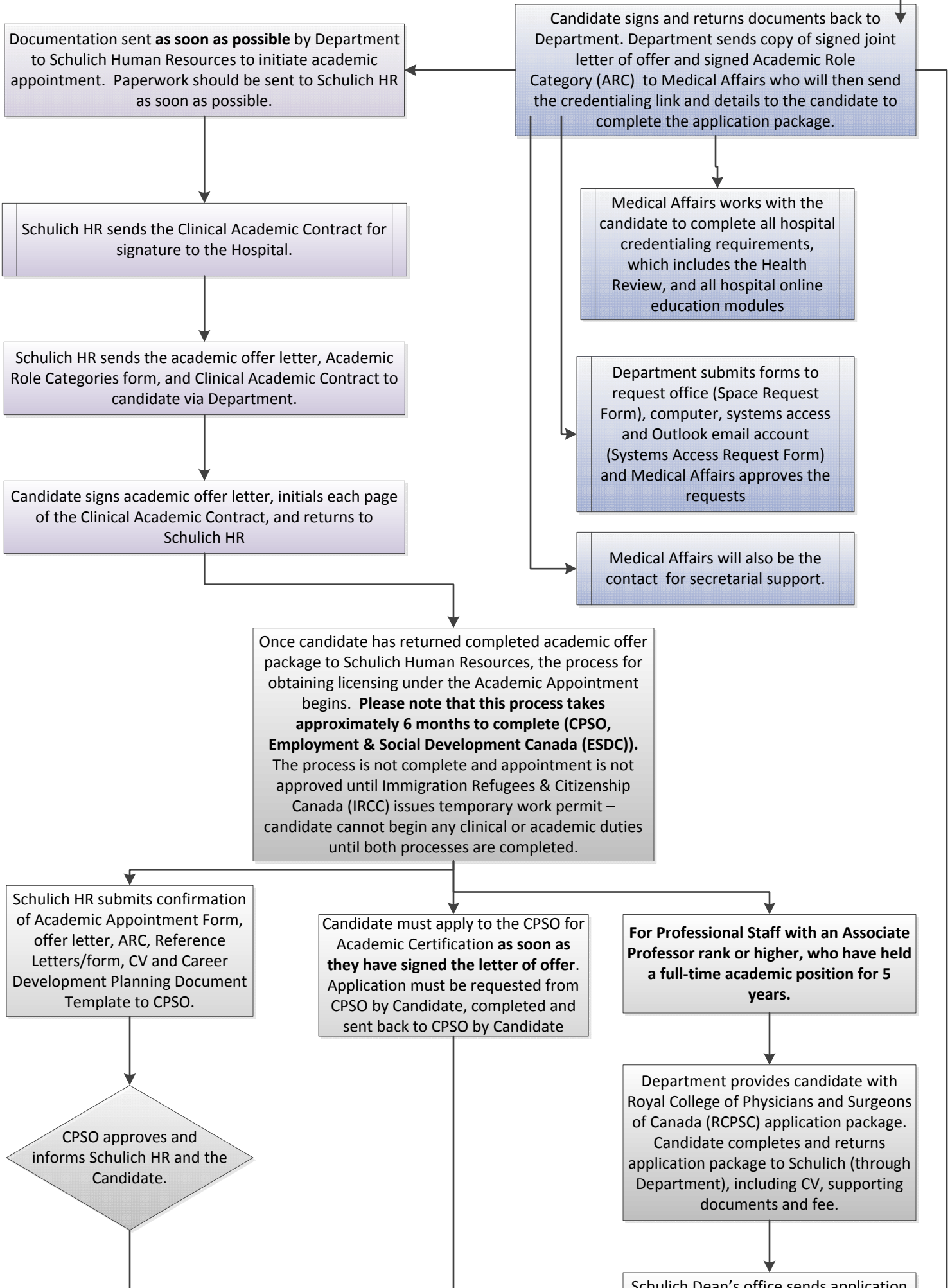


Non-Canadian Trained Professional Staff in an Academic Appointment







Schulich Dean's office sends application package, letter of support from Department Chair, letter of support from Dean and copy of formal academic offer to Royal College and informs Medical Affairs that this has been submitted

Applications are reviewed by Education Committee RCPSC twice annually (dates can be found online) – applications must be submitted to Schulich HR one month prior to RCPSC deadline) and if approved, Academic Certificate is granted.

Candidate uses LMIA confirmation number to apply to Immigration Refugees & Citizenship Canada (IRCC) for a temporary work permit.

If Royal College approves, they inform the Dean, the Candidate, and CPSO.

Once the Candidate obtains a work permit, copies are sent to Schulich HR, OFR, CPSO and Medical Affairs. Candidate must contact CPSO to finalize registration process.

Departments are encouraged to advise faculty members to start the process of applying for permanent residence as soon as possible. Coordinator of Faculty Recruitment and Retention at Western is available to assist.

City-Wide Credentials Committee reviews the application and recommends the appointment to the Joint Medical Advisory Committee and subsequently provides a recommendation to the Board of Directors of LHSC and St. Joseph's to approve the appointment to Professional Staff. Needs to be done 6-8 weeks in advance.

Schulich HR sends appointment paperwork to Office of Faculty Relations (OFR) for approvals and processing.

Provost approves appointment, forwards forms to UWO Human Resources

Medical Affairs notifies the new Professional Staff Member and department contacts them of approval and confirms start date. If the start date is prior to the CWCC/MAC/Board's approval process, a temporary appointment is issued to allow the candidate to work in a temporary category while the approval process is finalized.

Candidate contacts UWO Pensions & Benefits to arrange a meeting.

Schulich HR downloads confirmation paperwork from OFR. Candidate receives email and password notification from Western HR.

Department assigns an administrative ambassador to the recruit to assist them with set-up and orientation to the hospitals and university.