



Checklist for Clinical Faculty Appointment Application | Clinical Instructor

Applicant Name:

Date:

Please ensure your application package includes this checklist and following documents listed below, then send the package to leah.ranada@ubc.ca.

A completed and signed FoM Clinical Faculty Appointment Application Form, including:

- FoM Payment Instructions Form
- UBC Electronic Fund Transfer (EFT) Form - Please ensure to follow the instructions on the form to verify your bank details. **UBC will not accept unstamped e-cheques or even unstamped, signed documents from banks.**

A completed and signed Statement of Intent

A completed and signed Support Form

For a Clinical Instructor appointment at our Distributed Sites (Island Medical Program, Northern Medical Program Southern Medical Program, please contact the respective administrative personnel below to assist you with your application package:

- *Island Medical Program: Niobe Getty, Clinical Faculty Appointments Coordinator, niobeg@uvic.ca*
- *Northern Medical Program: Amber Rushton, Administrative Assistant, amber.rushton@unbc.ca*
- *Southern Medical Program: Tessa Russell, Clinical Faculty Coordinator tessad.russell@ubc.ca*