

Rehabilitation Sciences Sector: Status-Only at the rank of Lecturer

INSTRUCTIONS ON SUBMITTING REFERENCE LETTERS:

IMPORTANT NEXT STEP: New applications for Status-Only appointments require the submission of 2-3 reference letters from colleagues that can attest to your clinical and academic experience. These reference letters must be submitted to the department **directly by the referee** via our on-line process within two weeks of submitting this application. If they are not received by that time, your application will expire and you will need to resubmit your application along with the required reference letters.. Referees may refer to the Reference Letter Template available on our website:

<http://aca.med.utoronto.ca/sites/default/files/RehabReferenceLetterTemplate.docx> to ensure the relevant content is addressed and included. Please remind them to sign their letters. We request that these reference letters be kept confidential from you, the candidate.

INSTRUCTIONS: Please forward the following links and details to your referees so that they may submit their letters on-line.

1. Please ensure your reference letter is signed and upload it as a Word or PDF file at:
<https://documents.med.utoronto.ca/WebForms/appointmentdocs>
2. During the submission, the following information must also be entered:
 - Candidate Appointment ID: [XXXXXXXXXXXX] (Please copy and paste into the online form)
 - Candidate Last Name: [XXXXXXX] (Please copy and paste into the online form)

Should you or the referee(s) have any questions, all are welcome to contact rehab.sector@utoronto.ca

NOTE: At this time we do not have the ability to confirm for you that these letters have been submitted. Hence, it will be necessary that you, as the candidate, seek out confirmation from your referees that they have submitted their letter on your behalf by the relevant deadline.

Please be aware that your Status-Only academic appointment application is not complete until all required documents, such as reference letters, are received.

OUR NEXT STEPS: The Department will now request confirmation of your employment and support for your application from your primary employer.

All complete applications will be reviewed and final decisions regarding approval will be communicated to you within 90 days of receipt of references.

Thank you.