



CHECKLIST FOR APPOINTMENT/REAPPOINTMENT AS A CLINICAL SCHOLAR

Candidate's Name: Department:
ID Number: Position Number:
Start Date: End date:
New Renewal

PACKAGE FOR FHS FACULTY RELATIONS

Please review the current policy located here:

fhs.mcmaster.ca/facultyrelations/documents/ClinicalScholarsRegulations-2012.pdf

Complete Clinical Scholar application packages must be received by FHS Faculty Relations by **APRIL 30** so that appointment letters can be issued in early June.

Department's Letter of Recommendation addressed to the Dean

Appendix B – [Clinical Scholar Application Form](#)

Required back up documentation as specified in [Appendix A](#)

Curriculum Vitae (new appointment)

Fully signed Salary & Earnings Schedule (2 copies)

** Please ensure submitted form is legible – if signed copy is blurry – please also provide clear unsigned copy**

Please note:

Please ensure that all forms have been signed and all required documentation is submitted. Incomplete submissions will be returned

Departments are responsible for ensuring that the Clinical Scholar signs a Declaration and Consent Form (if applicable) and for submitting this form to the Clinical Services Office.



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PACKAGE FOR FINANCE

Department's Letter of Recommendation addressed to the Dean

Fully signed Annual Personnel Agreement/Salary & Earnings Schedule

Appendix B – [Clinical Scholar Application Form](#)

Required back up documentation as specified in [Appendix A](#)

[Payroll Authorization](#) (Green form) – original + 1 copy

[RMA](#) (Yellow form) – original + 1 copy

[HR Event Form](#) (renewal or if candidate is an existing employee)

IMPORTANT:

Please check that the billings amount on the RMA (Yellow Form) must match the OHIP billing amount on the Clinical Scholar Application Form and the Annual Personnel Agreement/Salary and Earnings Schedule 1



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PACKAGE FOR HUMAN RESOURCES

Fully signed Annual Personnel Agreement/Salary & Earnings Schedule

Curriculum Vitae in [McMaster format](#) (new appointments)

[Employee Deposit and Contact Information](#) (new appointments)