How to Apply for a Renewal Appointment to the Lawrence S. Bloomberg Faculty of Nursing

This guide is intended to assist appointees with the process of accepting letters of appointment to the Lawrence S. Bloomberg Faculty of Nursing using the Laserfiche system.

Supported browsers for the Laserfiche system are Chrome, Bing, and Internet Explorer.

Step-by-step instructions are provided starting on the next page. If you have any questions, you can contact us at appointments.nursing@utoronto.ca. We are in the office between the hours of 9 am to 5 pm Monday to Friday, excluding holidays. We aim to respond to your request within 1-3 business days.

Note: You will not be able to submit your application until all tabs have been completed.

Please have your CV ready to upload.

If you are unable to complete your application, you can "Save as Draft" which will email a link to complete your application.

After submission, your application cannot be changed.

Step 1a: Click the link in the renewal notification email. Skip to Step 3.

Step 1b: If you did not receive a renewal notification email, go to: https://portal.laserfiche.ca/y5384/forms/AppointmentApplication

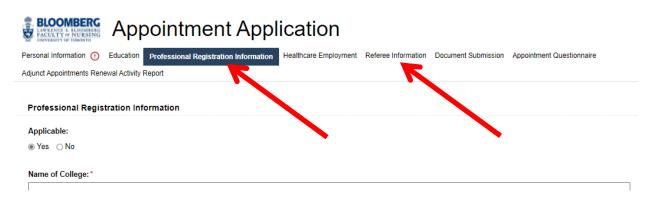You do not need to sign in or create an account to apply.

Step 2: Select "Renewal" if not already selected.

Step 3: If not auto populated from the renewal notification link, type in your personal reference number.

Your reference number can be found in the Application Received email from your previous submission, or by contacting: appointments.nursing@utoronto.ca. Your personal information will be auto populated once your reference number is added. Update your personal information as needed.

Step 4: Click on individual tabs to complete sections.

Step 5: Complete the Adjunct Appointments Renewal Activity Report. If this page is left blank, your application will not be considered.

If you were on a leave or were unable to participate in any activities, please let us know in one of the text boxes.

BLOOMBERG LAWRENCE S. BLOOMBERG FACULTY OF NURSING UNIVERSITY OF TORONTO **Appointment Application**

Personal Information ⊙ Education Professional Registration Information Healthcare Employment Referee Information Document Submission Appointment Questionnaire

Adjunct Appointments Renewal Activity Report

Please indicate types of activities you participated in at the Lawrence S. Bloomberg Faculty of Nursing during your previous appointment (Course Instructor, Clinical Instructor, Preceptor, Mentor, Course Development, Committee etc.). Specify date/year of the activity, course code/name, etc. For more information please visit

https://bloomberg.nursing.utoronto.ca/faculty-staff/join-the-faculty/status-adjunct-appointments/

Undergraduate Program:

Graduate Program:

Centre for Professional Development:

Committees

Submit   Save as Draft

Step 6: Complete the Appointment Questionnaire by selecting those activities that would be of interest to you and that you have the appropriate background to assist with.

Appointment Application

Personal Information   Education   Professional Registration Information   Healthcare Employment   Referee Information   Document Submission   **Appointment Questionnaire**

The following is a list of activities that are available to Adjunct Faculty members. Please indicate those that would be of interest to you.

Appointment Questionnaire

Undergraduate Program
☐ Clinical Instructor for an undergraduate clinical course
☐ Group Facilitator for simulation laboratory activities
☐ Preceptor for an undergraduate student
☐ Guest Lecturer in an undergraduate class or seminar
☐ Instructor for an undergraduate course
☐ Other (please specify): [_____]

Graduate Program
☐ Preceptor for a graduate student
☐ NP Advisor for a NP student
☐ Group Facilitator, Instructor and/or OSCE Examiner for simulation laboratory activities
☐ Participate in course development/curriculum review
☐ Guest lecturer in a class or seminar
☐ Instructor for a graduate course
☐ Other (please specify): [_____]

Centre for Professional Development
☐ Participate in course development
☐ Instructor for a Professional Development course

Other
☐ Member of a Faculty of Nursing Committee

[Submit]   [Save as Draft]

Step 7: Once the form is complete, click "Submit" on any page to submit your application.

Appointment Application

Document Submission

Please submit a Letter of Intent: *

Please upload your CV: *

> Drag and drop up to **1** files here to upload or
> **Choose files**

Note: Your application cannot be changed after submission.

Submit   Save as Draft

Your application cannot be changed after submission.