**CHECKLIST**

***The electronic submission packages must include the following required documents as well as a completed check list. Please mark each box with a check and submit it electronically with the other five required documents in a PDF format. Without the completed checklist form the nomination will be considered incomplete.***

* Letter from the Department Chair
* 2 Reference letters:
  + 1 from a Postgraduate medical resident
  + 1 from Other
* Curriculum Vitae (abbreviated CVs will be accepted)
* Teaching dossier, including details of course and methodologies for improving effectiveness of

teaching or other, as appropriate

* Evaluation Records (Summary only - not all the individual evaluations)

The deadline date for e-submission of the nomination package to [arlene.mckinley@utoronto.ca](mailto:arlene.mckinley@utoronto.ca) is **Friday, January 13, 2017.**