

Date

Dr. XXX
Department of Radiation Oncology
Address

Dear Dr. XXX,

In accordance with the terms of your appointment to the Department of Radiation Oncology at the University of Toronto (UTDRO) and Princess Margaret Cancer Centre/Sunnybrook Health Sciences Centre, we will be conducting a formal review of your achievements since the time of your appointment.

The members of the Review Committee will include Dr. A, Vice Chair, Clinical Affairs, UTDRO; Drs. B, C, D and E, in addition to an external reviewer to be identified.

The review will take place in early 20XX, which we will be scheduling imminently. In preparation, I would be grateful if you would submit a review package containing:

- Cover letter with a brief narrative description of ongoing academic and clinical activities - especially those not yet included in your CV
- Your Curriculum Vitae
- Copies of three most significant publications since initial appointment
- Two letters of support: Please note that letters of support cannot be from collaborators
- Teaching Table Summary
- Teaching Dossier
- List of Suggested External Reviewers (External to UTDRO but internal to UofT)

This documentation should be submitted to ABA, Manager, Department of Radiation Oncology, University of Toronto, 149 College Street, Room 504, Toronto M5T 1P5 or [@utoronto.ca](mailto:xyz@utoronto.ca) by XYZ .

The review will take place on the university campus and you are required to attend. This will involve a brief presentation by you followed by a Q&A period with the Committee. The Review Committee may request additional information following consideration of the documentation you submit, and may also seek comments from assessors either internal or external to the University of Toronto.

I will communicate the results of the review to you within a few days of it taking place. I look forward to learning about your achievements in the past three years and your plans for the future.

Yours sincerely,

AAA

Professor and Chair

Department of Radiation Oncology

cc BBB, Vice Chair, Clinical Affairs, UTDRO