

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 applying for a renewal 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.

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.

Please follow the process for **new** applications. <https://bloomberg.nursing.utoronto.ca/wp-content/uploads/2022/03/How-to-Apply-for-an-Appointment-in-Laserfiche-10.03.2022.pdf>

When you apply through the Laserfiche form you will receive a personal reference number that will follow you through subsequent applications. For the 2022-2023 application cycle everyone has to submit a “new” application to establish a reference number.

Please have your letter of intent and CV ready.

In your letter of intent you must include documentation of your engagement in the Lawrence S. Bloomberg Faculty of Nursing during your most recent academic appointment period. This information is essential to evaluating your application for renewal of appointment.

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.

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