



Supporting Faculty Through the Promotion Process



Tips for Support Staff

Agenda

- What is promotion?
- How does promotion occur?
- Who is involved?
- What are the elements of a promotion package?
- What is my role?

Promotion 101

Faculty members enter into a position at the University in one of the following appointments:

1. Assistant Professor
- 
2. Associate Professor (with Tenure)
- 
3. Professor

Assistant Professors, must go forward for Tenure and promotion to Associate Professor. If an Assistant Professor is not successful at the promotion hearing, they lose their position.

Associate Professors have the option of going forward for promotion to Professor. If they are not successful, they do not lose their position.

How does a faculty member prepare for promotion?

- ✓ Set a career path
- ✓ Attend a promotions workshop
- ✓ Participate in the 3rd Year Review process
- ✓ Keep their documents up-to-date
- ✓ Work with their mentor, Division Director and the Chair

How Promotion Occurs

- Promotion Candidates are identified and contacted.
- Promotion Packages are completed and submitted.
- Packages are reviewed by the DoM Academic Evaluation Committee (AEC)
- Feedback is provided by AEC and packages are revised.
- Packages are reviewed by Faculty Evaluation Committee (FEC).
- Faculty members are notified of decision.
- Approved Promotions are recognized at the DoM Annual Celebration Dinner.

Academic Evaluation Committee (AEC)

AEC is an internal, Department of Medicine committee that reviews all promotion applications. The AEC can be thought of as a “practice” promotion hearing.

AEC makes recommendations to the faculty member to help strengthen the application.

AEC meets in the late spring every year. This timing allows applicants to make the recommended changes before the materials are submitted to FEC.

Faculty Evaluation Committee (FEC)

The FEC is a Faculty of Medicine & Dentistry committee, comprised of the Dean, Department Chairs and Department representatives. FEC receives applications for promotion and makes decisions in regard to whether or not a faculty member meets the criteria for promotion, as outlined in the FEC Standards.

The FEC meets in late November each year, to consider applications for promotion.

FEC decisions take effect on the next July 1st

Timeline

Early January - Eligible faculty are contacted by email and meet with their DD

January-February – faculty begin to assemble and update their materials

February- March – faculty assemble remaining materials and meet with DD to review narrative letter and list of potential referees

Mid-March - deadline to submit promotion package

Late March - promotion packages provided to AEC

Late April / early May - AEC meets to review packages

Late May / early June – faculty members receive AEC's feedback

Mid-late June - deadline to submit revised promotion package

Late June - Chair submits list of confirmed applicants to FoMD and contacts referees

July-August-September – referee letters are received

September – Chair prepares letter to FEC and the complete package is sent to FEC

Late November - FEC tenure and promotion hearings take place

Mid-late December – Faculty members get decision letter from Dean

July 1st – Approved promotions take effect

Promotion Package

- Letter of Application (refer to sample letters)
- CV (in DoM standard format)
- Teaching Dossier and copies of all Teaching Evaluations
- Letter of Support from Division Director
- Statement/Cover Page re: Works of Scholarship.
- 5 Works of Scholarship (if Research is $\geq 30\%$ of the faculty member's position description, must be their 5 best papers)
- List of Potential Referees (use template) – not needed for 3rd Year Review.
- Letter from the Chair (added to package after it is submitted)

NOTE: This list provides a general guideline only. Each eligible faculty member receives an email from the Academic Development Officer (domado@ualberta.ca) in January that outlines the required materials, based upon his/her appointment type and rank.

Letter of Application

Purpose

- Identify the promotion being sought and clearly outline accomplishments which warrant this promotion

What is included

- Major academic and clinical accomplishments

Where to find information and/or template

- Sample Letters were shared with the faculty member by email.
- Tips for Applicants document on the [DoM website](#).

CV – Use Standard Format

Purpose of the CV: documents critical milestones of the candidate's education and academic career

MUST *exactly follow* the DoM standard format!

Standard format is used so reviewers can quickly see and understand the career progression of the candidate.

If a section of the CV template is not applicable, it should be removed.

Update the CV

When your faculty member:

- publishes a new paper
- presents at a conference
- wins an award
- receives grant funding
- supervises or graduates a student
- **Therefore, the CV needs to be *constantly updated***

Publication information:

- Trick for easily finding publication information
 - PubCrawler pubcrawler.gen.tcd.ie

Generate the Teaching Dossier

- Access the new ARO through [MyFoMD portal](#).
- Go to “Reporting”.
- Under “Reports”:
 - Person - select your faculty member’s name.
 - Report - select “Teaching Dossier”.
 - Report Cycle – choose the most recent cycle
 - Download the dossier as a PDF
 - Export to Word using Adobe Pro

If you experience any issues, please contact MyFoMD Support at myfomd.support@ualberta.ca.

Teaching Evaluations

- ✓ Copies of all teaching evaluations must be submitted (combine these into one PDF document)
- ✓ If you need copies of teaching evaluations, work with the Medical Education Program Coordinator (MEP-C) assigned to your division, Undergraduate Medical Education (UGME) office and Postgraduate Medical Education (PGME) office.
- ✓ Also, check your files – e.g. Annual Reports

Referees

- Referees comment objectively on the work of the candidate, including suitability of the candidate for promotion.

Associate Professor & Tenure	Professor
Need 5 referees	Need 5 referees
3 must be external to U of A	All must be external to U of A
2 can be internal to U of A	

- The applicable “List of Referees Template” should be completed and submitted.
- The Chair will contact the referees to request a letter - candidates must not do this.

Note: Referees are not required for those undergoing 3rd Year Review.

Timeline & Checklist and Tips for Applicants

Important documents found on the DoM Website at:
<https://www.ualberta.ca/departments-of-medicine/faculty-staff/academic-staff/tenure-track>

Print these documents and keep them at your desk to guide you as you assist in preparing the promotion package.

Your Role

- You are a resource for your faculty member - answer questions and assist where you can (e.g. data entry, formatting, proof-reading and assembling materials).
- [DoM Website](#) provides info, guidance and templates.
- Ensure promotion materials are in DoM standard format and use the templates provided.
- Gather teaching evaluations.
- Watch the timeline.
- Manage the checklist.

Need more Information?

DoM Website

Click on “For Faculty and Staff”, then “Academic Staff”, then “Tenure Track Promotions”

Key Contacts

1. Your Division Director
2. Gloria Jichita - Academic Development Officer
(domado@ualberta.ca)
3. Vijay Daniels - Associate Chair, Education & Faculty Development (vdaniels@ualberta.ca)