

Tips for Applicants

A detailed checklist to help applicants avoid the most common issues when preparing their application materials.

Before preparing your Promotion Materials, did you:

- Meet with your Division Director to discuss.
- Attend a tenure and promotion workshop (if possible).
- Review the appropriate performance standard (e.g. FEC Standards, FEC Standards for FSOs, etc).
- Review the information and templates on the [DoM website](#).
- Review the feedback received during your 3rd Year Review or previous promotion (if applicable).

Letter of Application – did you:

- Put it on your Division or U of A letterhead (on page 1 only).
- Check that it is no more than 5 pages in length.
- Put page numbers on each page.
- Insert headings that reflect your position description, including the % allocation (e.g. “Research 30%”).
- Check that the content is accurate, up to date and free of typos.
- Ensure the letter flows well and aligns with your position description.
- Convey the impact and significance of your activities, and your areas of strength.
- Describe how problem areas were addressed/are being addressed (e.g. a pattern of low teaching evaluations or negative comments from learners, or an issue with graduate student supervision).
- End with a brief description of future plans, what you would like to accomplish over the next 5 years.
- Sign the letter.

Curriculum Vitae – did you:

- Use the DoM Standard Format CV Template.
- Include page numbers on each page.
- Check that the content is accurate, up to date and free of typos.
- Reflect your entire career.
- Specify your role in committees (e.g. member or Chair) and the dates served.
- Specify your role in each grant or study and list the corresponding dollar amount.
- Include only publications that are “published” or “in press”.
- Include the complete reference information for each publication.
- Remove pending items (e.g. grants that were not yet awarded, submitted papers that were not yet accepted).
- Use a consistent font throughout the CV.
- Use a consistent date order in each section of the CV.

Teaching Dossier – did you:

- Generate it through the ARO and download it as an editable Word document.
- Review each section, edit and complete. The ARO automatically populates only some sections of the dossier but **this is not sufficient**. NOTE: all information *prior to 2009* must be added *manually*.
- Ensure it is accurate, up to date and free of typos.
- Describe your efforts to improve if you have had mean evaluation scores of < 4.0/5.0 (may also need to be addressed in your letter of application).
- Remove any “0.00” that may appear by default. If mean evaluation scores are not available, a blank or a dash is preferable to “0.00”.
- List the denominator in the summary table in cases where a mean evaluation score is not “out of 5”.

Teaching Evaluations

The downloaded Teaching Dossier does not include the original teaching evaluations and these need to be included in your package as well. **Did you:**

- Include ALL** existing, original teaching evaluations (UME, PME and DL, as applicable). Do not omit lower evaluations or negative comments.

Works of Scholarship (from the FEC Standards: “Any type of scholarship (Discovery, Integration, Application, or Teaching) that applies Glassick’s criteria of scholarship: clear goals, adequate preparation, appropriate methodology, significant results, effective presentation, and reflective critique.”) **Did you:**

- Include your 5 best works of scholarship (if you have \geq 30% research, include your 5 best papers).
 - More recent works of scholarship are preferable.
 - Examples of Works of Scholarship:
 - Publication
 - Book chapter
 - Curriculum
 - Manual
 - Guideline
 - Online publication
 - Reflective summary of a clinical or educational initiative and measurement of its impact (through evaluations, etc.).
 - Written Terms of Reference for a clinic or other clinical endeavor you have established.
- Preface your works of scholarship with a Statement or Cover Page, briefly describing *your specific contribution* to each work, its impact and significance. Provides important context for referees and FEC.

Letter(s) of Support – did you:

- Request and obtain a Letter of Support from your Division Director (this is mandatory).
- Request and obtain additional letters of support (optional, only if appropriate). These are not usually included but may be appropriate in specific instances, only if they serve to elevate the submission and demonstrate that an aspect of your work is particularly noteworthy. E.g.:
 - Letter of support from a former mentor/supervisor who is frequently listed as a collaborator, confirming your independence;
 - Letter of support from clinical or educational leader describing the importance and impact of an innovation that was developed or implemented by you;
 - Letter of support from the Chair of a Committee on which you have a major role.

Letter from the Chair, DoM, will be added after you submit your materials – you do not need to request this.

Referee List (not applicable for 3rd Year Reviews) – did you:

- Provide a list of potential referees by completing the appropriate template and follow the criteria for selecting referees outlined on the template.

After preparing your Promotion Materials – did you:

- Ask your mentor (or a trusted colleague) to review your materials and provide candid feedback.
 - Make appropriate revisions.
- Ask your Division Director to review your Letter of Application and your List of Referees.
 - Make appropriate revisions.
- Carefully proofread and edit all documents before submitting.
 - Make appropriate revisions, ensuring that the materials are 100% consistent (e.g. if you make a change to your CV, do you need to make a corresponding change to your letter of application?)