

Promotion Package Checklist

Letter from Division Director (DoM requirement)

Requested letter from academic Division Director (and Site Chief, if applicable)	<input type="checkbox"/>
<i>Added to package (as PDF doc)</i>	<input type="checkbox"/>

Letter of Application

Completed in standard format template*	<input type="checkbox"/>
Reviewed by academic Division Director	<input type="checkbox"/>
<i>Signed & added to package (as PDF doc)</i>	<input type="checkbox"/>

Curriculum Vitae (CV)

Completed in standard format template*	<input type="checkbox"/>
<i>Added to package (as PDF doc)</i>	<input type="checkbox"/>

Clinical Annual Reports

Clinical Annual Reports (most recent):	<input type="checkbox"/>
<ul style="list-style-type: none"> • At least 1 clinical annual report for Assistant Clinical Professor applicants. • At least 4 clinical annual reports for Associate Clinical Professor applicants. • At least 8 clinical annual reports for Clinical Professor applicants. 	

<u>If you do NOT have the required number of clinical annual reports</u> , please <u>also</u> submit an Education Dossier* in standard format, to reflect your teaching contributions during your <u>current</u> rank. <i>[Option for 2020, 2021, and 2022 applicants only. From fall 2023 onward, applicants must submit required # of clinical annual reports.]</i>	<input type="checkbox"/>
---	--------------------------

<i>Added to package (as PDF docs)</i>	
<ul style="list-style-type: none"> • <i>Clinical Annual Reports</i> • <i>Education Dossier* (if needed)</i> 	<input type="checkbox"/> <input type="checkbox"/>

Teaching Evaluations during Current Rank

Teaching Evaluations assembled:	<input type="checkbox"/>
<ul style="list-style-type: none"> • Include ALL existing evaluations during your <u>current</u> rank. (Video – how to) 	
<i>Added to package (as one PDF doc)</i>	<input type="checkbox"/>

Referee Info (for Clinical Professor applicants ONLY)

Completed Referees Template*	<input type="checkbox"/>
<i>Added to package (as PDF doc)</i>	<input type="checkbox"/>

* Documents / Templates are on the [DoM website](#)

Process Timeline

Early November 2021 - Eligible Clinical Faculty are contacted.

November – Clinical Faculty review the [FoMD Appointment and Promotion Criteria Procedure for Clinical Academic Colleagues*](#) and assemble their application materials.

Applicants must demonstrate that they have met the promotion criteria during their current rank.

December 20th at 4 PM – DEADLINE for Submission of promotion package to [Gloria Jichita](#), Academic Development Officer, by email.

January – Clinical Faculty Promotion Committee members review the promotion packages.

February – Clinical Faculty Promotion Committee meets and makes promotion recommendations to the Chair, DoM.

March / April – Chair, DoM, sends detailed recommendation letters to the Dean, Faculty of Medicine & Dentistry - copies are sent to applicants.

April / May – Dean’s final promotion decisions are made and a personalized Letter of Appointment is sent to approved applicants.

May/June - Letter of Appointment is signed by approved applicants and returned to the Dean’s office. Promotion appointments are processed.

June – Approved promotions are recognized at the Department of Medicine’s Annual Celebration Dinner.

July 1, 2022 – Approved promotions take effect.