

Promotion Package Checklist

Letters of Support - reach out early!

Requested a letter from your academic Division Director (a DoM requirement).	<input type="checkbox"/>
Requested a letter from your site Clinical Lead (for Associate Clinical Professor and for Clinical Professor applicants ONLY)	<input type="checkbox"/>
<i>Added to package as one 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 are required for at least 50% of the years in the present rank, e.g. if you are applying for Clinical Professor after 6 years as Associate Clinical Professor, submit at least 3 Clinical Annual Reports.	<input type="checkbox"/>
[if needed] If you do <u>NOT</u> have the required number of clinical annual reports, please <u>also</u> submit an Education Dossier** , to reflect all of your teaching contributions during your <u>current</u> rank. [This is an option for fall 2022 applicants only. From fall 2023 onward, applicants must submit the required number of clinical annual reports.]	<input type="checkbox"/>
<i>Added to package as PDF docs</i>	<input type="checkbox"/>
<ul style="list-style-type: none"> <i>Clinical Annual Reports</i> <i>Education Dossier** (if needed)</i> 	<input type="checkbox"/>

AHS Periodic Review (Optional)

Include if completed during current rank, to attest to clinical competence.	<input type="checkbox"/>
<i>Added to package as PDF doc (optional)</i>	<input type="checkbox"/>

Teaching Evaluations during Current Rank

Teaching Evaluations assembled (include ALL existing evaluations during your <u>current</u> rank, see How To video)	<input type="checkbox"/>
<i>Added to package as one PDF doc</i>	<input type="checkbox"/>

Referees List (for Clinical Professor applicants **ONLY**)

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

File Naming Convention

1. Letter of application – LastName, FirstName	
2. Curriculum vitae – LastName, FirstName	
3. Clinical annual reports – LastName, FirstName	
4. Teaching evaluations – LastName, FirstName	
5. Letter(s) of support – LastName, FirstName	
6. Referees list – LastName, FirstName (for Clinical Professor applicants ONLY)	
<i>Used File Naming Convention (above)</i>	<input type="checkbox"/>

Process Timeline

Mid-late October 2022 – Eligible Clinical Faculty are contacted.

Potential applicants review the [FoMD Procedure for Appointment, Promotion Criteria, and Appeals Process for Clinical Academic Colleagues \(Clinical Faculty\)**](#), contact their academic Division Director and site Clinical Lead (to confirm their support), and finally, assemble their materials.

Your application must demonstrate that you have met the promotion criteria during your current rank.

December 6 at 4 PM – DEADLINE for initial submission of promotion materials to [Gloria Jichita](#), Academic Development Officer.

December – DoM Clinical Evaluation Committee reviews the promotion packages.

January 10 – DoM Clinical Evaluation Committee meets with Chair, DoM, to assess probability for success and makes suggestions to strengthen the applications.

Mid-Late January – Letter is sent to applicants advising whether the Chair will support their application. Suggestions are also provided to strengthen the current application (or future application, if Chair does not support at this time).

Early February (TBC) – DEADLINE for supported applicants to finalize and resubmit their promotion materials to [Gloria Jichita](#), Academic Development Officer.

Early February-Early March – Referee letters are obtained for Clinical Professor applicants. Chair's letters of support are drafted.

Early March – Chair's Office sends complete promotion packages to the Dean's Office.

March 20 – FoMD Clinical Faculty Promotion Committee meets to review promotion applications and makes recommendations to the Dean.

April – Dean's Office sends Letter of Appointment to approved applicants and notifies those who were not approved for promotion.

May – Shared Services processes the promotion appointments.

Late June – Promotions are recognized at the DoM Annual Celebration Dinner.

July 1, 2023 – Promotions take effect.

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