SUPPORTING FACULTY THROUGH THE PROMOTION PROCESS – TIPS FOR SUPPORT STAFF

UNIVERSITY OF ALBERTA

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:

Assistant Professor

Associate Professor (with Tenure)

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), in internal review committee.
- 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. AEC can be thought of as a “practice” promotion hearing.

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

AEC meets in the late spring every year. This timing allows applicants to make the recommended changes before external referees are contacted and 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 advised FoMD of confirmed applicants 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-December – Faculty members receive 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 (use DoM Template or another template)
- All Teaching Evaluations
- Letter of Support from Division Director
- Statement/Cover Page re: Works of Scholarship.
- 5 Works of Scholarship (if Research is > 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 their appointment type and rank.

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Promotion Package – 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.

Promotion Package – CV

Purpose

- 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.

Promotion Package – CV

Update the CV when a faculty member…

- publishes a new paper
- presents at a conference
- wins an award
- receives grant funding
- supervises or graduates a student

…essentially, the CV needs to be constantly updated

Promotion Package – Teaching Dossier

- In 2023, FAR replaced the ARO for faculty annual reporting, however, a Teaching Dossier cannot be generated through FAR.
- The Department recently developed a DoM Teaching Dossier Template that reflects the requirement for multi-faceted evaluation of teaching, per 2020-2024 UA-AASUA Collective Agreement.
- The DoM Teaching Dossier Template can be downloaded from the DoM Website.
- Another template can be used if the faculty member would prefer.

Promotion Package – 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 the division, Undergraduate Medical Education (UGME) office and Postgraduate Medical Education (PGME) office.

- Also, check with the faculty member.

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Timeline & Checklist

Tips for Applicants

These are important documents found on the DoM Website at: https://www.ualberta.ca/department-of-medicine/for-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 the 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 format and use the templates provided.
- Gather and organize teaching evaluations.
- Watch the timeline.
- Manage the checklist.

Need more information?

DoM Website

Includes links to

- Guidance Documents:
  - Timeline and Promotion Materials Checklist
  - Tips for applicants
- Templates:
  - Standard format CV
  - Teaching Dossier Template
  - List of referees templates (Associate Professor & Professor)

Key Contacts

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