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?
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, s/he loses his/her 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 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.

- Promotions are recognized and announced.
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 / early summer 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 Guidelines.

The FEC meets every Fall to consider applications for promotion.

FEC decisions take effect on July 1st of the following year.
Timeline

Early-mid January - Eligible faculty are contacted by email
January-February – faculty begin to assemble and update their materials
February-early March – faculty assemble remaining materials and meet with DD to review narrative letter and referee list

**March 15th - deadline to submit promotion package**
Late March - promotion packages provided to AEC
Late April - AEC meets to review packages
Early to mid-May – faculty receive AEC’s suggested revisions

**Early June - deadline to submit revised promotion package**
Late June - Chair submits list of confirmed applicants to FoMD and contacts referees
August – referee letters are received
September-October – Chair prepares letter and the complete package goes to FEC
Late November - FEC tenure and promotion hearings take place
Late November-early December – Faculty members get decision letter from Dean
July 1st of Following Year – Recommended promotions and tenure take effect
Promotion Package

• Narrative Letter from the candidate (refer to sample letter)
• CV (in DoM standard format)
• Teaching Dossier and copies of all Teaching Evaluations
• Letter of Support from Division Director
• 5 Works of Scholarship (5 best papers IF Research is > 30% of the faculty member’s job description)
• List of Referees (use template – submit in Word format) – not applicable for those who will have a Third 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.
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
Update the CV

When your faculty member:

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

Publication information:

• Trick for easily finding publication information
  - PubCrawler [pubcrawler.gen.tcd.ie](http://pubcrawler.gen.tcd.ie)
Teaching (Education) Dossier

✅ Copies of all teaching evaluations must be attached (attached them all together, in 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
• Access the ARO: https://aro.med.ualberta.ca

• Login using your CCID and password

• Select your faculty member
• Select “Reporting”

• Choose “Education Dossier”
• Choose “Generate”.

• This will create an education dossier in Word format. Includes information from 2009 to present. Information for previous years must be entered.

• All applicable sections of this document should be completed by the faculty member.
Narrative Letter

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
• DoM Website - Sample Narrative Letter
Referees

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

<table>
<thead>
<tr>
<th>Associate Professor &amp; Tenure</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need 5 referees</td>
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</tr>
<tr>
<td>3 must be external to U of A</td>
<td>All must be external to U of A</td>
</tr>
<tr>
<td>2 can be internal to U of A</td>
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- Complete the template provided – submit as a Word document.
- The Chair will contact the referees to request a letter - candidates must not do this.
Timeline & Checklist

Found on the DoM Website at:
https://www.ualberta.ca/department-of-medicine/for-faculty-staff/academic-staff/tenure-track

Print and keep 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 for the Teaching Dossier.

• 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 Administrator

2. Gloria Jichita - Academic Development Officer
   (780.492.2072 or domado@ualberta.ca)

3. Barb Hiscock - Assistant Chair, Administration
   (780.248.1639 or bhiscock@ualberta.ca)