Tips for Applicants

Before you prepare your Promotion Materials

- Attend a promotion workshop and/or view Dr. Ballermann’s presentation on the Academic Learning Series site.
- Review the FEC Guidelines.
- Review the information and templates provided on the DoM website.
- Review feedback received during your 3rd Year Review or previous promotion.
- Discuss with your Division Director whether s/he would support your application at this time.

Narrative Letter

- Contains headings that reflect your job description, including the % allocated to each domain of activity (e.g. ‘Research 30%’).
- Is accurate, up to date and free of typos.
- Flows well and aligns with your job description.
- Conveys the impact of your activities and your areas of strength.
- Describes how problem areas were addressed, or are being addressed (e.g. a pattern of low teaching evaluations/negative comments from learners, or an issue with graduate student supervision).
- Ends with description of your future plans; what you would like to accomplish over the next 5 years.

Curriculum Vitae

- Uses the DoM Standard Format CV Template.
- Is accurate, up to date and free of typos.
- Reflects your entire career.
- Specifies your role in committees (e.g. member, Chair) and dates served.
- Specifies your role in each grant or study and lists the corresponding dollar amounts.
- Includes only publications that are “published” or “in press”.
- Includes complete reference information for each publication.
- Does not include pending items (e.g. grants that have not been awarded, papers that were submitted but not accepted for publication).
- Font is consistent throughout.
- Date order is consistent throughout.

Education Dossier

- Generated through the ARO and downloaded as an editable Word document.
- While the ARO automatically populates some sections of the dossier, this is not sufficient; you must review each section, edit and complete, as applicable.
- Adjust the margins to ensure the tables do not extend past the edge of the page.
- Ensure it is accurate, up to date and free of typos.
- If you have (or have had) mean evaluation scores that are < 4.0/5.0, describe your efforts to improve (this may also need to be addressed in your narrative letter).
- Where mean evaluation scores are not available, remove the “0.00” that appears by default. A blank or dash is preferable to a “0.00”.
Teaching Evaluations
- ALL original teaching evaluations are attached to your Education Dossier (including UME, PME and DL, as applicable).
- Do not omit lower evaluations or negative comments.

Works of Scholarship
- Include your 5 best works of scholarship.
- 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 (evaluations, etc.).
  - Written Terms of Reference for a clinic or other clinical endeavor you have established.

Letter(s) of Support
- A Letter of Support from your Division Director is required.
- Additional letters of support are not required but may be appropriate in specific instances. They should be included only if they serve to elevate the submission by demonstrating or confirming an aspect of the applicant’s work is particularly noteworthy. For example:
  - Letter of support from a former mentor who is frequently listed as a collaborator, confirming the applicant’s independence;
  - Letter of support from clinical or educational leadership describing the importance and impact of an innovation that was developed or implemented by the applicant;
  - Letter of support from the Chair of a Committee on which the applicant has a major role.
- A Letter from the Chair will be added after you have submitted your materials – you do not need to request this.

Referee List (not applicable for 3rd Year Reviews)
- Provide a list of potential referees by completing the appropriate template.
- Potential referees must be at your aspired rank or higher.
- Do not include clinical faculty members on your list of potential referees.
- Do not include individuals who have (or have had) a close relationship with you.
- Do not contact the potential referees to request a letter – this is done by the Chair’s office only.

After you have prepared your Promotion Materials
- Ask your mentor (or a trusted colleague) to review your materials and provide candid feedback, then make appropriate revisions.
- Meet with your Division Director to review your Narrative Letter and your List of Referees, then make appropriate revisions.
- Carefully proofread your materials and update all information before submitting.