



JUNIOR PROMOTION
(LECTURER TO ASSISTANT PROFESSOR)
PROMOTION APPOINTMENT APPLICATION CHECKLIST

CHECKLIST GUIDE (Recommendations)
Please use a binder to organize your promotion application!

<input type="checkbox"/>	<p>Letter of Support</p> <ul style="list-style-type: none"> ➤ Completed by the Family Physician-In-Chief or approved DFCM Program Director/ Division Head ➤ Please reference the Letter of Support Template for all mandatory information. <p>It is important that the paragraph headings as outlined on the letter be followed as this provides the DAC with evidence that the criteria for promotion have been met. If going forward on Teaching Effectiveness, TES (Teaching Effectiveness Scores MUST be noted in the letter).</p>
<input type="checkbox"/>	<p>CV</p> <ul style="list-style-type: none"> ➤ Completed by the faculty member <p>For a junior promotion, it is mandatory that the WebCV UofT format be followed. The CV may be typed in Word; however, it should follow the headings and format of the WebCV.</p>
<input type="checkbox"/>	<p>Application for Clinical (MD) Promotion</p> <ul style="list-style-type: none"> ➤ Completed by the administrative coordinator <p>To be completed using the online application form available on our website.</p>
<input type="checkbox"/>	<p>Job Description (Junior Promotion)</p> <ul style="list-style-type: none"> ➤ Completed by the faculty member and the Family Physician-In-Chief or approved DFCM Program Director <p>The faculty member and the Family Physician-In-Chief or approved DFCM Program Director complete the form in full with details on clinical, teaching and research activities. The form is to be signed by both the appointee and the Chief or approved DFCM Program Director</p>
<input type="checkbox"/>	<p>Professional Development Plan (Junior Promotion)</p> <ul style="list-style-type: none"> ➤ Completed by the faculty member and the Family Physician-In-Chief or approved DFCM Program Director <p>This is an internal DFCM form that is required to be signed by both the candidate and the Chief or approved DFCM Program Director. Complete this form in full with details on duties and expectation, background experience, professional development goals, activities to achieve these goals, support for achieving goals and schedule. Please be sure to include the name of the site Professional Development Representative.</p>

2-3 Internal Letters of Reference

- Solicited by the Family Physician-In-Chief or the approved DFCM Program Director. Letters are not to be solicited by the faculty member.



Internal letters of reference are from individuals WITHIN the applicant's own hospital department and/or teaching unit (excluding the Chief or approved DFCM Program Director). These letters are meant to address the importance, impact or innovation of the applicant's academic work.

A template letter has been provided from the Family Physician-In-Chief to follow when soliciting these letters (available on our website).

Teaching and/or CPA and/or Research Dossier

- Prepared by the faculty member



It is important that the dossier **is organized and summarizes** the academic/educational activities in chronology order for each academic year. Samples have been provided in this binder. If a faculty member is going forward on Teaching Effectiveness, then a teaching dossier is a very important document. It is important to include an evaluation summary of the Teaching Effectiveness Scores – a table has been provided as a sample to follow.

Copy of Publications - If applicable

- Provided by the faculty member



If applicable, please provide copies for the DAC. Kindly note that only publications from the years after the initial appointment at the rank of lecturer may be considered towards junior promotion.



*Marie Leverman
Academic Appointments Coordinator
Department of Family and Community Medicine
University of Toronto
500 University Avenue, 5th Floor
Toronto ON M5G 1V7*