

# SENIOR PROMOTION WORKSHOP #2

February 27, 2024

Dr. Allyson Merbaum, DFCM Faculty Development Program Director

Dr. Jeff Kwong, DFCM DPC Chair

Guest Faculty Advisors

Marie Leverman, DFCM Academic Promotions Coordinator



Family & Community Medicine  
UNIVERSITY OF TORONTO







# GOALS OF THE WORKSHOP

Marie Leverman



# GOALS OF THE WORKSHOP

- MAPPING THE FOUNDATION OF THE PRE-APPLICATION
- IDENTIFY ACCOMPLISHMENTS OF SCHOLARSHIP
- WELCOMING GUEST FACULTY ADVISORS (12:30-1:15 PM breakout rooms)
  - Dr. Rahim Moineddin - Research
  - Dr. Jocelyn Charles - CPA
  - Dr. Rick Penciner - Teaching & Education
  - Marie Leverman – Administrative Group
- DEBRIEF & COMMENTS (1:15-1:30 PM)



# A NOTE ON CONFIDENTIALITY...

All conversations, promotion material, and sample dossiers/pre-applications are considered **highly confidential**.

This is to protect our faculty, their work,  
and the integrity of the process.





# BY NOW YOU WILL HAVE...

- ✓ Reviewed the Manual for Academic Promotion
- ✓ Taken a look at the pre-application template
- ✓ Met with your respective **Chief/Division Director (OR scheduled a meeting)**
  - This meeting is **mandatory**: so they can assess your readiness and ensure support
  - Confirmation required in the pre-application
- ✓ Met with **Dr. Jeff Kwong, DPC Chair (OR scheduled a meeting)**
  - This meeting is **mandatory**: to discuss readiness for promotion
  - Confirmation required in the pre-application





# PRE-APPLICATION

Marie Leverman





# PURPOSE OF THE PRE-APPLICATION



- To give you a strong framework and foundation to build out your full dossier
- For the Departmental Promotion Committee (DPC) to review your work and make a recommendation
- For you to receive feedback on your promotion platform/scholarly works
- To increase your chance of success
- To match you with a mentor





# PRE-APPLICATION PROCESS

1. Pre-Applications are due on **April 22, 2024 (hard deadline)**
2. Once submitted, they are **reviewed** by assigned DPC members
3. Each DPC member presents their recommendation to the DPC for discussion (**support to go forward or defer**)
4. A **letter** is sent to each candidate with specific feedback and a recommendation
5. Candidates **approved** to go forward based on their pre-application are invited to workshop #3 (June 13, 2024)
6. Each candidate supported to go forward is assigned a **faculty advisor/mentor** from the DPC
7. Final dossier due: **week of September 2<sup>nd</sup> – September 6<sup>th</sup>**





# PRE-APPLICATION OVERVIEW

**The following items are required in the pre-application package:**

1. Application form
2. Identified areas of excellence or competence (4)
3. Identified scholarly pieces of work (5)
4. CV
5. Teaching Dossier
6. Teaching data summary table (scores)

**Sample Pre-Applications AND dossiers can be provided by request: [dfcm.promotion@utoronto.ca](mailto:dfcm.promotion@utoronto.ca)**

**! CONFIDENTIAL: Do not share/distribute !**



**Where do I find the pre-application template?**

**Download the 2024-25 template on our website:**

<https://www.dfcu.utoronto.ca/senior-promotion>





Thank you!  
Questions?



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# IMPORTANT NOTES

Dr Jeff Kwong





## IMPORTANCE OF:

### 1. FACULTY OF MEDICINE CV TEMPLATE

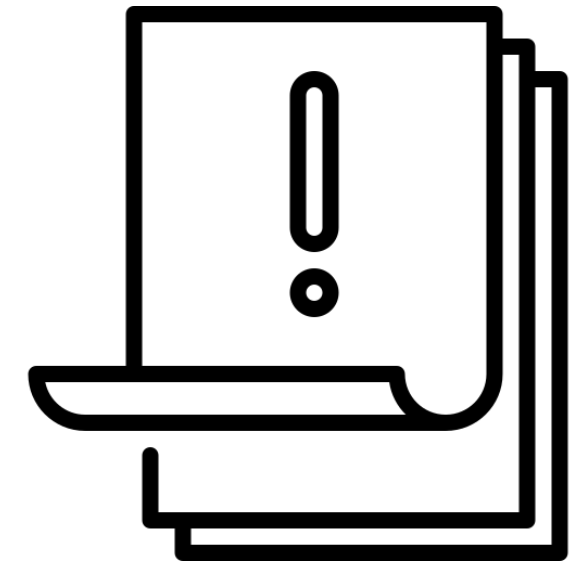
- *The central document in your promotion application*

### 2. MANUAL FOR ACADEMIC PROMOTION

- *Read in detail and adopt the language*

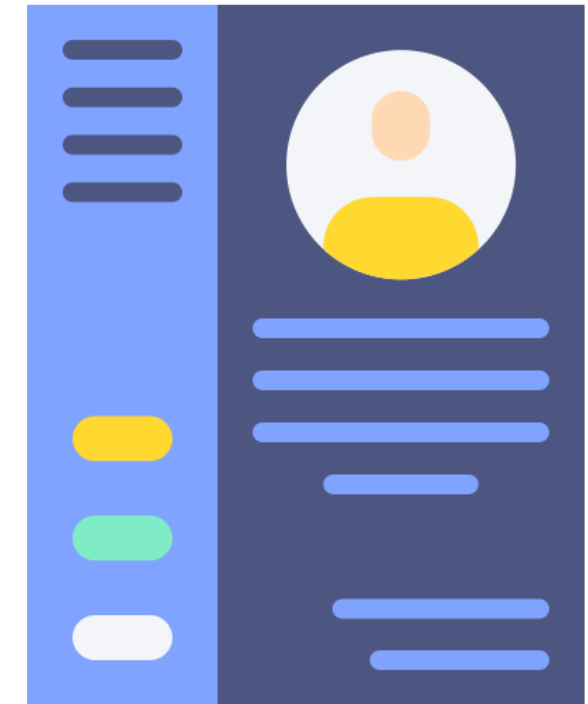
Both can be found on our website: <https://www.dfcm.utoronto.ca/senior-promotion>

***Our goal is to ensure success for DFCM candidates to the best of our abilities.***



## EARLY CV TIPS

- Follow the template
- List data clearly, in reverse chronological order (gray out old material)
- List your appointment and rank history at UofT
- Cite your publications properly and bold your name
- Label activities carefully as peer-reviewed vs. non-peer-reviewed (e.g., invited editorials, commissioned essays, letters to the editor)
- List invited lectures separately from presentations that you submitted and were accepted (i.e., conferences)
  - These all demonstrate impact: invited ones show that you are a recognized expert, and accepted presentations represent dissemination. For invited talks, be sure to include the inviting or sponsoring organization.





# PAUSE FOR ANY QUESTIONS IN ZOOM CHAT







# EXCELLENCE OR COMPETENCE

Dr Allyson Merbaum



# EXCELLENCE/COMPETENCE

**You must claim EXCELLENCE in 1 category and COMPETENCE IN 1 category:**



RESEARCH



CPA



TEACHING  
&  
EDUCATION



ADMIN  
SERVICE



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**You need to demonstrate “excellence” in ONE area and “competence” in ONE other area (or N/A if a field is truly not applicable)**  
**All promotion candidates must demonstrate at least competence in teaching.**





# RESEARCH

Excellence in research requires that the candidate has a record of **sustained and current productivity in research.**

Be sure to touch on the following areas:

**1. Research funding:**

- Strong and continuing record of external funding commensurate with the type and area of research

**2. Publications:**

- Sustained record of scientific publications demonstrating a significant source of new information in the field (articles in major peer-reviewed journals, books, book chapters, and published abstracts)

**3. Scientific Presentations:**

- Presentations at national/international meetings recognized as significant academic venues
- Invited presentations and named lectureships are an indicator of reputation outside the university

**4. Participation, Leadership & Mentorship in the research community:**

- Includes a range of activities: organization of meetings or symposia, leadership in committees, development or promotion of research infrastructure, grant panels, etc...

*Assessments will be performed on the basis of the originality and importance of the research, its impact on the discipline, and a judgement of the candidate's stature in the field relative to their peers locally, nationally and/or internationally.*





# RESEARCH – PRE-APPLICATION

NAME:

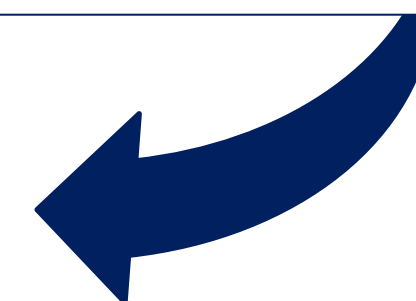
## Research

*Reference Section 3.1, page 14 in the Manual for Academic Promotion*

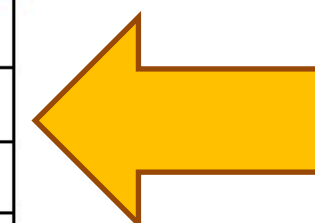
### AREAS OF EXCELLENCE OR COMPETENCE

Please select ➔	<input type="radio"/> Excellence	<input type="radio"/> Competence
Description:		
My Role:		
Provide a summary of the evidence:		
IMPACT IMPORTANCE INNOVATION		
Please be specific in the geographic scope of impact:		
Local:		
Provincial/Regional:		
National:		
International:		

Provide a summary of the originality and importance of your research and its impact



Try to include details here, not just a checkmark – will give the committee a better sense of impact







# CREATIVE PROFESSIONAL ACTIVITY (CPA)

If declaring excellence or competence in CPA, you must categorize your work under one or more of the **three broad sub-categories outlined in the manual:**

## 1. Professional Innovation and Creative Excellence

- Must show an *instrumental role* in the development, introduction and dissemination of a new invention, technique, conceptual innovation, a QI or an educational program.

## 2. Contributions to the Development of Professional Practice

- Must demonstrate *leadership* in the profession, professional organizations, government or regulatory agencies that has influenced standards and/or enhanced the effectiveness of the discipline

## 3. Exemplary Professional Practice

- Must show that your practice is recognized as *exemplary* by peers and has been *emulated* or otherwise had an impact on practice

There may be diverse and sometimes innovative markers used to indicate the impact of CPA: *Scholarly or lay publications, guidelines, development of health policies, presentations to regulatory bodies, evidence of dissemination of educational innovation, creation of media (e.g. website), social media analytics, etc*



# SUB-CATEGORIES OF CPA: QI and EDIIA

## Quality Improvement (QI)

QI can be challenging due to the complex nature of healthcare in Canada. It may weave together evidence of impact beyond traditional metrics (e.g., committee work, advocacy, invited presentations, and documentation attesting to interest at other institutions).

### **Impact:**

The impact of a candidate's QI work within Ontario may lead to invitations to other provinces. However, this is not always the case due to the provincial nature of many QI activities.

Therefore, evidence of dissemination/ impact at the **PROVINCIAL level for some QI projects may satisfy the criteria of "widespread impact"** and be considered the equivalent of national impact for other forms of scholarship.

## Equity, Diversity, Inclusion, Indigeneity, and Accessibility (EDIIA) Activities

A CPA dossier may include or consist chiefly of EDIIA work.

### **Impact:**

It is recognized that EDI activities often require extended periods of time to engage with communities, stakeholders, or decision-makers/policy makers, or involve lengthy complex strategies to address systems.

*Therefore, all goals/outcomes may not yet be achieved – but the candidate should describe any progress, anticipated outcomes, how the activity will be evaluated, and methods to monitor progress.*







# CPA – PRE-APPLICATION

**NAME:**

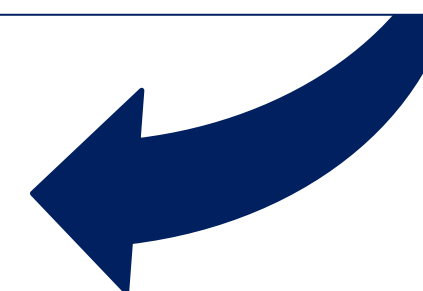
## Creative Professional Activity

*Reference Section 3.2, page 20 in the Manual for Academic Promotion*

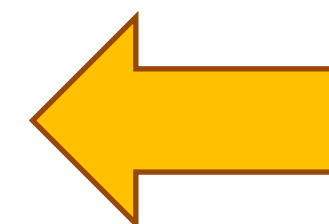
### AREAS OF EXCELLENCE OR COMPETENCE

Please select ➔	<input type="radio"/> Excellence	<input type="radio"/> Competence
Description:		
My Role:		
Provide a summary of the evidence:		
IMPACT IMPORTANCE INNOVATION		
Please be specific in the geographic scope of impact:		
Local:		
Provincial/Regional:		
National:		
International:		

Provide a clear summary of the work you've done in CPA. Organize by sub-categories. Include concrete examples as evidence of impact.



Try to include details here, not just a checkmark – will give the committee a better sense of impact







# TEACHING & EDUCATION

All promotion candidates must demonstrate at least competence in teaching.

To establish **COMPETENCE**, there must be evidence of:

- Mastery of subject area and strong communication skills
- Ability to stimulate and challenge students
- Being accessible to students inside/outside classroom
- Fair and ethical dealings with students recognizing diverse needs and backgrounds of student population
- Supervisory conditions conducive to academic progress
- Professionalism and adherence to UofT standards
- Use meaningful assessment methods
- Etc...

To establish **EXCELLENCE**, there must be evidence of excellent teaching skills, plus some combination of:

- Successful innovations in the teaching domain
- Nomination or receipt of awards/honours
- TES above the acceptable standard for the dept.
- Development of significant new courses and/or reform of curricula
- Development of new technology in teaching
- Active engagement in the pedagogical development of others
- Etc...





# WAIVER OF EXTERNAL REVIEW

## *Reminder from workshop #1...*

If you intend to apply for a waiver of external review (sustained excellence in teaching), please identify this in your pre-application.

If the waiver is granted (since the majority of your time has been engaged in clinical work & teaching), your scholarly works do not necessarily need to have national or international impact.

If you're not sure, the DPC may recommend this path to you based on your pre-application.



## WAIVER PROCESS

1. Identified in pre-application & supported by DPC
2. DFCM will work with candidate to submit waiver request to the Dean
3. Request will include a few items such as Letter from our Chair, Teaching Statement, CV, and Teaching Dossier
4. Approval from Dean **granted (typically only takes a few days)**
5. Candidate moves forward with this path







# TEACHING & EDUCATION - PREAPPLICATION

**NAME:**

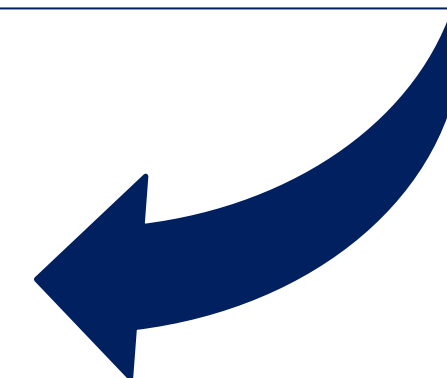
## Teaching and Education

*Reference Section 3.3, page 26 in the Manual for Academic Promotion*

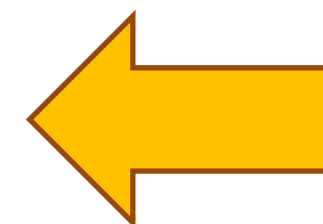
### AREAS OF EXCELLENCE OR COMPETENCE

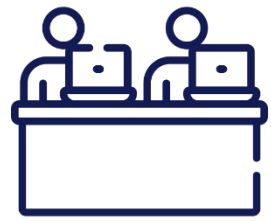
Please select ➔	<input type="radio"/> Excellence	<input type="radio"/> Competence
Description:		
My Role:		
Provide a summary of the evidence:		
IMPACT IMPORTANCE INNOVATION		
Please be specific in the geographic scope of impact:		
Local:		
Provincial/Regional:		
National:		
International:		

Provide a statement of your approach to teaching, including an assessment of the impact of your teaching activities.



Try to include details here, not just a checkmark – will give the committee a better sense of impact





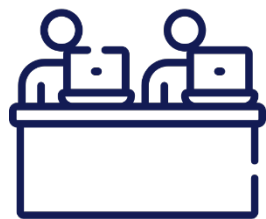
# ADMINISTRATIVE SERVICE

## Administrative Service in itself cannot be the main criteria

- You do not have to claim “excellence” or “competence” here
- Service to the University means primarily administrative or committee work **within** the University
- Consideration will also be given to activities **outside** the University, which further the scholarly and educational goals of the University.
  - e.g. service to the professional, clinical or research discipline (president of national or international orgs, committee chair, conference organizer, policy development)
  - Service to municipal/provincial/federal governments or non-government organizations
  - Significant activities that further scholarship or educational activities are relevant for CPA, and should be described in that category, and cross-referenced to admin.







# ADMINISTRATIVE SERVICE – PRE-APPLICATION

**NAME:**

**Administrative Service to the University of Toronto**

*Reference Section 3.4, page 40 in the Manual for Academic Promotion*

**AREAS OF EXCELLENCE OR COMPETENCE**

<b>Statement:</b>	<ul style="list-style-type: none"><li>• <i>Please provide a brief outline of your service activities</i></li><li>• <i>Use of bullet points is encouraged</i></li><li>• <i>Comment on how your contributions have affected your department, the Faculty of Medicine, the University of Toronto, your discipline, the professional community or other targeted communities</i></li><li>• <i>Please be specific in the geographic scope of impact, i.e., local, provincial, national, international</i></li></ul>
[write statement here]	

Provide a statement of your admin activities – use bullet points



# 5 SCHOLARLY PIECES OF WORK AND/OR PUBLICATIONS

You are required to **provide 5 scholarly pieces of work and/or publications** in your senior promotion.

You must clearly state in your pre-application the significance and geographic scope of impact:

Local  
Provincial  
National  
International

Remember, in order to establish wide reputation:

Associate professor = **national**

Professor = **international**





5 SCHOLARLY  
PIECES OF  
WORK AND/OR  
PUBLICATIONS

Each scholarly work/publication listed in your pre-application will look like this:

NAME:

SCHOLARLY WORK #1

Please classify:	<input type="radio"/> Publication <input type="radio"/> Scholarly Work
Description:	
My Role:	<b>CLEARLY STATE</b>
If a publication, indicate your level of contribution:	<input type="radio"/> Senior responsible author <input type="radio"/> Principal author <input type="radio"/> Co-principal author <input type="radio"/> Collaborator
Significance of work:	
IMPACT IMPORTANCE INNOVATION	
Please be specific in the geographic scope of impact:	
Local:	
Provincial/Regional:	
National:	
International:	

# TEACHING DOSSIER AND TES TABLE

## 1. Teaching Dossier

- A sample teaching dossier is provided in the pre-application package
- Your TD should be an account of all teaching **since your last date of promotion**
- Try to include as much as possible for the pre-application, but you will also have time to polish it for the final dossier

## 2. Teaching Data Summary Table – TES or other forms of evaluation/feedback scores

- A summary of teaching scores are required with the pre-application – please use the templated table
- Especially if you are claiming “excellence” in teaching, please ensure your teaching dossier and TES report are up-to-date and as comprehensive as possible

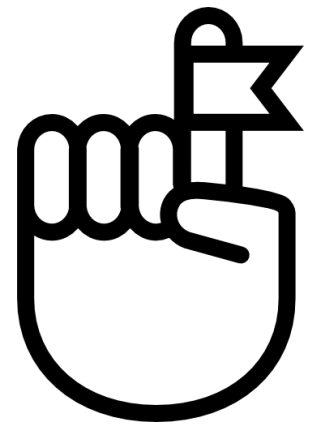
*In the pre-application, you do **NOT** have to provide a teaching statement or copies of your evaluations yet – those will be required down the line for the final dossier.*

Your **first point of contact** to receive your evaluations is your Chief/DFCM Division Head/Site Administrator.





# KEEP IN MIND...



- ONLY academic work since your **LAST DATE OF PROMOTION** “counts” towards your senior promotion. **Your CV should be a FULL record of your career.**
- Include **tangible** evidence of the impact of your work: publications, invited presentations, evaluations or feedback, podcast downloads, uptake in other provinces/institutions, examples of practice change, etc.
- Keep your writing concise and clear. You can use bullet points where necessary if needed.





Thank you!  
Questions?



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# 12:30 – 1:15pm

## Guest faculty advisors:

- Dr. Rahim Moinnedin – Research
- Dr. Jocelyn Charles – CPA
- Dr. Rick Penciner – Teaching & Education
- Marie Leverman – Administrative Group

### **Dr. Jeff Kwong**

Departmental Promotion Committee Chair

### **Dr. Allyson Merbaum**

Faculty Development Program Director



## **DISCUSSION & REVIEW BREAK OUT ROOMS**

### **Use this opportunity to:**

- Ask questions specific to YOUR pre-application
- Hear other candidate's questions
- Seek advice on areas of excellence & competence
- Help identify accomplishments of scholarship
- Consult on your 5 pieces of scholarly work/pubs
- Understanding the promotions manual
- Considering waiver of external review
- Tips, tricks and helpful hints from experienced faculty

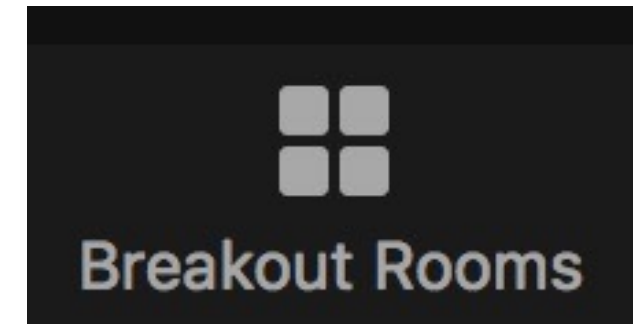
**Instructions - please read fully**



If you need  
assistance,  
Let us know

## 12:30 – 1:15pm BREAKOUT ROOMS

You may CHOOSE which breakout room to enter.  
Simply click on “**BREAKOUT ROOMS**” in your bottom menu →  
**HOVER YOUR MOUSE** over the room, and click “**JOIN**”.



**Be PATIENT** – it takes a minute for you to get there and for others to join.

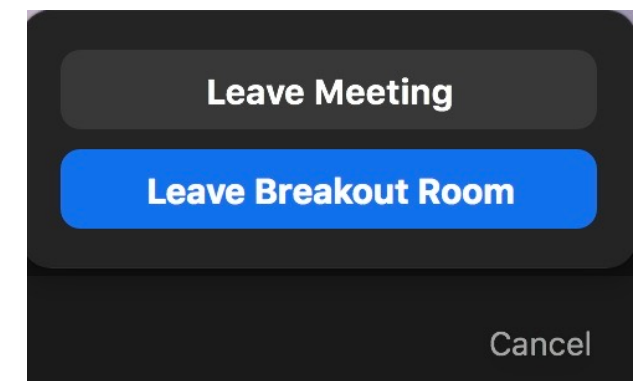
You may also **move from one room to another** by clicking “**JOIN**” on another room in the breakout list.

## 1:15 pm DEBRIEF IN MAIN MEETING

The breakout rooms will CLOSE at 1:15pm and everyone will **automatically be returned** to the main meeting for a group debrief.

**(FYI) If you click the “LEAVE MEETING” button at the bottom right corner of your menu →**  
it will give you the option to:

- (A) LEAVE BREAKOUT ROOM (and return to main meeting) *OR*
- (B) LEAVE MEETING ENTIRELY (exit the workshop)





# Please now JOIN your breakout room



- Dr. Rahim Moinnedin – Research
- Dr. Jocelyn Charles – CPA
- Dr. Rick Penciner – Teaching & Education
- Marie Leverman – Administrative Group

See you at 1:15!



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Welcome Back!  
We will see you at 1:15



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DEBRIEF

Dr Allyson Merbaum



# DEBRIEF

- ✓ Read the promotion manual
- ✓ Book dedicated time to work on your pre-application
- ✓ Review pre-application SAMPLES
  - (provided by request: [dfcm.promotion@utoronto.ca](mailto:dfcm.promotion@utoronto.ca))
- ✓ Make sure your CV & Teaching Dossier are updated
- ✓ Collect TES/scores/feedback → enter in data summary table







# NEXT STEPS

Marie Leverman



# NEXT STEPS



## 1. SUBMIT YOUR PRE-APPLICATION: **APRIL 22, 2023**

- Applications should be submitted electronically to Marie Leverman by email: [dfcm.promotion@utoronto.ca](mailto:dfcm.promotion@utoronto.ca)
- Make sure you're following the pre-application SUBMISSION FORMAT
  - *(in 1 PDF file - full submission instructions provided on page 1 of the pre-application template)*
- Review carefully before submission, ensure ALL items are included

## 2. RECOMMENDATION & FEEDBACK FROM THE DPC

- Following review by the Departmental Promotion Committee (DPC), a formal letter will be sent to the candidate providing the recommendations along with feedback specific on the application and academic activities.

## 3. WORKSHOP #3: June 13, 2024 – 11:30am – 1:00pm

- Please **hold** this time in your schedule
- Registration link to be sent to confirmed candidates only
- This workshop will outline the components of the full promotion dossier
- Overview of important final documents such as the letter to the Chair, and reflective statement







## Administrative Support

*If you are interested in private administrative support in preparing your senior promotion dossier – please contact Marie Leverman for more information.*

Sample Pre-Applications AND dossiers can be provided by request: [dfcm.promotion@utoronto.ca](mailto:dfcm.promotion@utoronto.ca)

**! CONFIDENTIAL: Do not share/distribute !**

# FINAL QUESTIONS – ZOOM CHAT?



Thank you for joining us!

Please tell us how we did – feedback survey to be sent via email.

A copy of the PP slide deck & a recording of the workshop will be posted on our website.

Visit our website for promotion resources:

<https://www.dfcm.utoronto.ca/senior-promotion>



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