

JUNIOR PROMOTION (MD)

Application Checklist **GUIDE**

This document is for site/program administrator use only. Not for submission.

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|  | **CHECKLIST** |
| 1 | **Online Application form (with documents attached)*** Completed on line by the **hospital/program administrator**
* Available on our website: <https://documents.med.utoronto.ca/webforms/clinical>
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| 2 | **Letter(s) of Support**:From the Family Physician-In-Chief or approved DFCM Program Director. For EM AND PC applicants, there should be an additional letter of support from the Division Director. Please reference the Letter of Support Template.* 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
* It is important that the **paragraph headings** and TEMPLATE be followed
* If going forward on Teaching Effectiveness, TES (Teaching Effectiveness Scores) MUST be noted in the letter.
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| 3 | **CV*** Completed by the **faculty member**
* For a junior promotion, it is mandatory that the UofT format be followed.
* Template is available on the website
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| 4 | **Academic Position Description (Junior Promotion)*** Completed by the **faculty member and the Family Physician-In-Chief or approved DFCM Program Director -** 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
* Template is available on the website
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| 5 | **Time Commitment Form** * Completed by the **faculty member and the Family Physician-In-Chief or approved DFCM Program Director**
* Only apply to FULL TIME faculty
* Template is available on the website
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| 6 | **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 DFCM DIVISION 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.
* External letters are NOT required
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| 7 | **Teaching Philosophy Statement**C:\Users\leverman\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\QLGPAD4W\New_icon_shiny_badge.svg[1].pngA statement of the candidate’s teaching philosophy should include:* Your approach, values and attitude to teaching
* Clarify what you believe good teaching to be
* Explain what you hope to achieve in teaching
* Contextualize your teaching strategies and other evidence of teaching effectiveness
* Reflect on and the development of your own teaching
* Typically a statement is one-two pages
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| 8 | **Teaching 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. A sample template has been provided on the website
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| 9 | **Teaching Data Summary Table Report*** Prepared by the **faculty member**
* Please complete the form in full, providing data on all teaching
* Template form is available on the website
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| 10 | **Teaching Evaluations*** Include copies of your teaching evaluations – include (Power, MedSIS)
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| 11 | **Publications** * 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 counted toward a junior promotion.
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| 14 | **Professional Development Plan*** Completed by the **faculty member and the Family Physician-In-Chief or approved DFCM Program Director**
* The form is signed by both appointee and the Chief or approved DFCM Program Director OR the Faculty Development Lead
* 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
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| 15 | **Profile Form****NEW*** Prepared by the **hospital/program administrator**
* Include with the junior promotion application
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| 12 | ***For sustained commitment in Research, ADD:**** Research statement
* Research dossier
* Publications
* **Prepared by the faculty member**
* Template for a research dossier is available on the website
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| 13 | ***For sustained commitment in Creative Professional Activity (CPA), ADD:**** CPA statement
* CPA dossier
* **Prepared by the faculty member**
* Template for a CPA dossier is available on the website
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Created: January 2018