

JUNIOR PROMOTION (MD)

Application Checklist

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

|  |  |  |
| --- | --- | --- |
| **Candidate Name:** | | |
| The following documents are required**:** | | |
|  | **CHECKLIST** |  |
| 1 | **Online Application form (with documents attached)** | 🞏 |
| 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. | 🞏 |
| 3 | **CV** | 🞏 |
| 4 | **Academic Position Description** | 🞏 |
| 5 | **2-3 INTERNAL Letters of Reference**  \*To be solicited by administrator/Chief. Please consult our template. | 🞏 |
| 6 | **Teaching Philosophy Statement** | 🞏 |
| 7 | **Teaching Dossier** | 🞏 |
| 8 | **Teaching Data Summary Table** |  |
| 9 | **Teaching Evaluations** | 🞏 |
| 10 | **Publications (if applicable)** | 🞏 |
| 11 | **Profile Form** | 🞏 |
| 12 | ***For sustained commitment in Research, ADD:***   * **Research statement** * **Research dossier** * **Publications** | 🞏 |
| 13 | ***For sustained commitment in Creative Professional Activity (CPA), ADD:***   * **CPA statement** * **CPA dossier** | 🞏 |
|  | | |
| **Combine the items above into 1 PDF document:**  **in the order as they appear above -** using the following naming convention:  **“Last\_First\_JrPromotion\_MonthYear.pdf”**  Ie. “Smith\_John\_JrPromotion\_January2025” | | |

Created: November 2024