


Senior Promotion Timeline 2021-2022

Applicants to Associate or Full Professor

Contact: Sarah Letovsky / DFCM Academic Promotions Coordinator / E: dfcm.promotion@utoronto.ca

For all resources and templates, please visit our website: <http://www.dfc.utoronto.ca/senior-promotion>

DATES	ACTION
JAN - MARCH 2021	<p>MANDATORY 1st STEP</p> <p>Schedule a meeting with your Chief or DFCM Division Head (i.e. Palliative Care, Emergency Medicine) to discuss readiness for promotion</p>
JAN - MARCH 2021	<p>MANDATORY 2nd STEP</p> <p>Schedule a meeting with Dr David White, Chair of the DFCM Department Promotions Committee</p> <ul style="list-style-type: none"> ● Please contact the chairs office DIRECTLY to book an appointment ● E: dfcm.chairsoffice@utoronto.ca <ul style="list-style-type: none"> ○ Candidates are required to submit their CV to the Chair's Office one-week prior. ○ Candidates should read the <i>Promotions Manual</i> and be prepared to identify areas of excellence (Research, CPA, Teaching & Education, Administration) ○ Candidates should also be prepared to identify/discuss 5 scholarly pieces of work 
FEB 26, 2021	<p>WORKSHOP #1 (INFO SESSION)</p> <div style="text-align: right;">IMPORTANT TO ATTEND</div> <ul style="list-style-type: none"> ● Registration required - Zoom link TBA ● What is a senior promotion? ● A brief overview of the criteria, steps, and timeline for promotion
MARCH 26, 2021	<p>WORKSHOP #2</p> <div style="text-align: right;">IMPORTANT TO ATTEND</div> <ul style="list-style-type: none"> ● Registration required - Zoom link TBA ● This workshop assists you in preparing a pre-application ● Identifying areas of excellence and competence in each of the four categories ● Candidates should have met with their Chief and the DPC Chair, Dr. White ● A database of successful dossiers will be available to review
<p>APRIL 30, 2021</p> 	<p>PRE-APPLICATION PACKAGE DUE DATE</p> <p>Candidates are required to submit a Senior Promotion Pre-application Package (one PDF document) to Sarah Letovsky, Academic Promotions Coordinator: dfcm.promotion@utoronto.ca</p> <p>Please visit our website for the pre-application template (Word): http://www.dfc.utoronto.ca/senior-promotion</p>

MAY 2021	<p>SENIOR PROMOTION – COMMITTEE MEETING #1</p> <p>The Department of Family and Community Medicine (DFCM) Departmental Senior Promotions Committee (DPC) will meet in order to <u>review pre-applications</u>.</p> <p>Following the meeting, a formal letter will be sent to each candidate containing:</p> <ol style="list-style-type: none"> Their recommendation along with specific and detailed feedback An assigned mentor/consultant (DFCM faculty member)
MAY 28, 2021	<p>SENIOR PROMOTION WORKSHOP #3 IMPORTANT TO ATTEND</p> <p>This workshop is ONLY for candidates that have been supported by the committee to go forward for a senior promotion.</p> <ul style="list-style-type: none"> Zoom link to be sent to confirmed candidates This workshop provides a review of the final documents in the senior promotion dossier as well as a review of the letter of application and reflective statement
JUNE - AUGUST 2021	<p>OPTIONAL 1-ON-1 REVIEW</p> <p>Date and Time TBC</p> <p>As candidates prepare their final promotion dossier, they may request to meet with:</p> <ul style="list-style-type: none"> Dr. David White, DPC Chair – to discuss their academic work and promotion platform Sarah Letovsky, DFCM Promotions Coordinator – to discuss their dossier <p>A library of successful dossiers is also available to review - this is a great resource.</p> <ul style="list-style-type: none"> Please note these are <i>*highly confidential*</i> and meant only for personal reference <p>Please contact: dfcm.promotion@utoronto.ca</p>
JUNE - AUGUST 2021	<p>MENTOR CONSULTATION</p> <p>It is highly recommended (particularly as you approach the deadline) that you consult with your mentor throughout this process. Please be sure to book time with your mentor well in advance.</p> <p>Before you submit your final dossier, it's a good idea to have your mentor review these documents:</p> <ol style="list-style-type: none"> Letter of application and reflective statement CV 5 scholarly works/pubs
<p>WEEK OF SEPT 6-10, 2021</p>	<p style="color: red;">SENIOR PROMOTION DOSSIER DUE DATE!</p> <p>Candidates are required to submit their Senior Promotion Application Dossier during the week of September 6-10. The administrative process of preparing the dossier (electronically) begins in the DFCM.</p> <div style="text-align: right;">  </div>
SEPT 2021	<p>SENIOR PROMOTION – COMMITTEE MEETING #2</p> <p>DFCM Departmental Promotions Committee (DPC) meets to review the application dossiers and identifies additional external and student referees for each candidate. The Chair ensures that referees have no direct relationship with the candidate. The process of soliciting internal/external/student referees begins.</p>
OCT – NOV 2021	<p>REFEREE PROCESS</p> <p>External and student letters are solicited by the DFCM.</p>

DEC 2021	<p>SENIOR PROMOTION - COMMITTEE MEETING #3</p> <p>Once the internal, external and student referee's letters are received, the DFCM Departmental Promotion Committee (DPC) meets to review the final promotion dossiers and make the final recommendation on each candidate.</p>
DEC 2021	<p>UPDATE TO CANDIDATES</p> <p>Successful candidates are informed that their promotion dossier will be submitted to the Decanal Promotions Committee (DecPC).</p> <p>The Chair informs candidates not recommended for promotion in writing.</p>
DEC - JAN 2021	<p>The Chair prepares a letter of recommendation (for each candidate) to the Dean providing details on the basis of his/her recommendation.</p>
JAN 2022	<p>SUBMISSION OF DOSSIERS TO THE DECANAL PROMOTIONS COMMITTEE</p> <p>The Chair's letter + the dossier for each candidate must be submitted to the Dean by this date. An important deadline date for the DFCM!</p>
FEB – MARCH 2022	<p>DECANAL PROMOTIONS COMMITTEE (DecPC) REVIEW PROCESS</p> <p>The DecPC meets to review all submitted promotion dossiers for the Faculty of Medicine. If a decision on promotion is deferred, detailed reasons will be provided in writing to the Chair to be conveyed to the candidate.</p>
APRIL 2022	<p>PROVOSTIAL REVIEW</p> <p>The Dean makes recommendations for promotion to the Provost:</p> <ul style="list-style-type: none"> • Chairs are notified of successful/unsuccessful candidates • Successful/unsuccessful candidates are notified by the Chair
JULY 1, 2022	<p>DATE EFFECTIVE FOR SUCCESSFUL PROMOTIONS... CONGRATULATIONS!</p> 