

DEPARTMENT OF FAMILY & COMMUNITY MEDICINE

How Do I Become an Assistant Professor?

PREPARING FOR A JUNIOR PROMOTION

Getting Started:

1. Keep all evaluations, letters and emails that speak to the impact of your work.
2. Start organizing your work right away! Start a filing system.
3. Maintain your CV regularly – [use the UofT template](#).
4. Create a teaching dossier and maintain it annually.
5. Ensure you are being evaluated by learners – and fill out/maintain your teaching data summary table annually.
6. Ensure you are in POWER – log in
7. Identify an academic mentor if possible.
8. **Speak with your hospital/program administrator for assistance.**
9. Take advantage of opportunities to disseminate your work – **say YES!**

FIRST STEPS

- ✓ Meet with your Chief
- ✓ Meet with your FD Lead & admin
- ✓ Think about collaborating with a peer or mentor!
- ✓ Visit our [website](#)

WELCOME TO THE DFCM!

Here is some basic information on how to become an Assistant Professor.

What is a junior promotion?

Lecturer to Assistant Professor

Academic promotion in the Temerty Faculty of Medicine recognizes the sustained commitment of faculty members and their contributions to the University of Toronto. The successful candidate is expected to have demonstrated sustained contributions to the academic mission. Candidates must be an effective teacher.

Why pursue promotion?

- Acknowledgement of your outstanding academic contributions
- A personal goal and accomplishment
- To further the discipline of family medicine
- Become a leader in Family Medicine
- To reflect on and deepen your understanding of your own work and career
- To help you define your career path and academic focus for future promotions
- Preparing yourself for next steps in your career - senior promotion
- *Making your family proud!*

Preparing a junior promotion application:

Visit our [website](#) as it will provide detailed information.

- ✓ A [checklist](#) is available that identifies who is responsible for each document (Chief/Faculty/Administrator)
- ✓ Tips for your dossier
- ✓ Templates for all documents
- ✓ Steps in the junior promotion process
- ✓ 4 interview series videos (what it meant to faculty and their advice)

Documents required for a junior promotion [\(available on our website\)](#):

1. Online application
2. Chief's letter of support
3. Division letter of support (if applicable, i.e., PC, EM)
4. CV
5. Academic position description
6. Time commitment form (only for FT faculty)
7. 2-3 internal reference letters
8. Teaching philosophy statement
9. Teaching dossier
10. Teaching data summary table
11. Teaching evaluations
12. Professional Development Plan
13. Profile form

CRITERIA FOR A PROMOTION

#1 Sustained Commitment:

- A continuous commitment in one category: teaching effectiveness; education/ curriculum development; Creative Professional Activity; QI; research – IN ADDITION TO:
- Demonstrated evidence of academic impact + dedication and responsibility to your discipline

OR #2 Advanced Degree:

- Completion of a graduate program AFTER your MD – IN ADDITION TO:
- 1-2 first authored peer-reviewed publications

WHEN CAN I APPLY FOR A JUNIOR PROMOTION?

- Generally, the DFCM expects for full time faculty with at least 3 years of appointment; for part time faculty closer to 5 years of appointment; for adjunct faculty closer to 7 or more years of appointment
- If applying based on advance degree – faculty may apply at any time if they have successfully met the above criteria
- *Keep in mind this varies for each individual based on their time commitment and responsibility*

JUNIOR PROMOTION RESOURCES – attend an information session!

Are you thinking about academic promotion in the Department of Family and Community Medicine?

The DFCM will be hosting a virtual information session for clinical MD faculty at the rank of lecturer who are interested in a junior promotion to the rank of assistant professor on **April 4, 2024, from 12 – 1:30**. Please visit our website for more details – we hope you will join us!

REGISTER HERE: <https://dfcm.utoronto.ca/information-sessions-and-workshops-faculty-promotions>