


# Senior Promotion Timeline 2023-2024

## Applicants to Associate or Full Professor

Contact: Sarah Letovsky / DFCM Academic Promotions Coordinator / E: [dfcm.promotion@utoronto.ca](mailto:dfcm.promotion@utoronto.ca)

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

DATES	ACTION
JAN - MARCH 2023	<p><b>MANDATORY 1<sup>st</sup> STEP</b></p> <p>Schedule a meeting with your Site Chief or DFCM Division Head (i.e. Palliative Care, Emergency Medicine) to discuss readiness for promotion</p>
JAN - MARCH 2023	<p><b>MANDATORY 2<sup>nd</sup> STEP</b></p> <p>Schedule a meeting with Dr Jeff Kwong, Incoming Chair of the DFCM Department Promotions Committee</p> <div style="float: right; text-align: right;">  </div> <ul style="list-style-type: none"> <li>• Please contact the chairs office DIRECTLY to book an appointment</li> <li>• E: <a href="mailto:dfcm.chairsoffice@utoronto.ca">dfcm.chairsoffice@utoronto.ca</a> <ul style="list-style-type: none"> <li>○ Candidates are required to submit their CV to the Chair’s Office one-week prior.</li> <li>○ Candidates should read the <i>Promotions Manual</i> and be prepared to identify areas of excellence (Research, CPA, Teaching &amp; Education, Administration)</li> <li>○ Candidates should also be prepared to identify/discuss 5 scholarly pieces of work</li> </ul> </li> </ul>
JAN 31, 2023	<p><b>WORKSHOP #1 (INFO SESSION)</b></p> <div style="text-align: right; background-color: #0070c0; color: white; padding: 5px; display: inline-block;"><b>IMPORTANT TO ATTEND</b></div> <ul style="list-style-type: none"> <li>• Registration required (link on website)</li> <li>• Will be recorded and available on our website afterwards for those that can't attend</li> <li>• This workshop will cover “What is a senior promotion?”</li> <li>• A general overview of the criteria, steps, and timeline for promotion</li> </ul>
FEB 28, 2023	<p><b>WORKSHOP #2</b></p> <div style="text-align: right; background-color: #0070c0; color: white; padding: 5px; display: inline-block;"><b>IMPORTANT TO ATTEND</b></div> <ul style="list-style-type: none"> <li>• Registration required (link on website)</li> <li>• This workshop assists you in preparing a pre-application</li> <li>• Identifying areas of excellence and competence in each of the four categories</li> <li>• Candidates should have met with their Chief and the DPC Chair, Dr. White</li> <li>• A database of successful dossiers will be available to review</li> </ul>
<p style="color: red;"><b>APRIL 17, 2023</b></p> <div style="text-align: center;">  </div>	<p style="color: red;"><b>PRE-APPLICATION PACKAGE DUE DATE</b></p> <p>Candidates are required to submit a Pre-application Package (one PDF document) to Sarah Letovsky, Academic Promotions Coordinator: <a href="mailto:dfcm.promotion@utoronto.ca">dfcm.promotion@utoronto.ca</a></p> <p>Please visit our website for the pre-application template (Word): <a href="http://www.dfc.utoronto.ca/senior-promotion">http://www.dfc.utoronto.ca/senior-promotion</a></p>

<p>MAY 16, 2023</p>	<p><b>SENIOR PROMOTION – COMMITTEE MEETING #1</b></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> <ul style="list-style-type: none"> <li>a) Their recommendation along with specific and detailed feedback</li> <li>b) An assigned mentor/consultant (DFCM faculty member)</li> </ul>
<p>JUNE 8, 2023</p>	<p><b>WORKSHOP #3</b></p> <div style="text-align: right; background-color: #4a7ebb; color: white; padding: 5px; display: inline-block;"><b>IMPORTANT TO ATTEND</b></div> <ul style="list-style-type: none"> <li>• Registration provided to <u>confirmed candidates</u></li> <li>• This workshop will help candidates take the next step of taking their pre-application and converting it into a full promotion dossier</li> <li>• A review of the key items in the final dossier such as: letter to the Chair, reflective statement, and external referee/student list</li> </ul> <p>Candidates will also be given the following important resources:</p> <ul style="list-style-type: none"> <li>• “DOSSIER GUIDELINES” – a DFCM-specific guide to building your full dossier with instructions on each document and submission format</li> <li>• A library of successful sample dossiers is also available to review <ul style="list-style-type: none"> <li>○ By request: <a href="mailto:dfcm.promotion@utoronto.ca">dfcm.promotion@utoronto.ca</a></li> <li>○ Please note these are *highly confidential* and meant only for personal reference</li> </ul> </li> </ul>
<p>JUNE - AUG 2023</p>	<p><b>MENTOR CONSULTATION</b></p> <p>It is highly recommended that you consult with your mentor throughout this process. Please be sure to book time with your mentor well in advance to accommodate summer plans.</p> <p><b>Before you submit your final dossier, please ask your mentor review your key documents,</b> such as : 1) letter to the chair, 2) reflective statement, 3) CV, 4) five scholarly works/pubs</p>
<p><b>WEEK OF AUG 28 – SEPT 1</b></p>	<p><b>SENIOR PROMOTION DOSSIER DUE DATE</b></p> <p>Candidates are required to submit their Senior Promotion Application Dossier anytime during the week of Aug 28 – Sept 1. The administrative process of preparing the dossier (electronically) begins in the DFCM.</p> <div style="text-align: right;">  </div>
<p>SEPT 19, 2023</p>	<p><b>SENIOR PROMOTION – COMMITTEE MEETING #2</b></p> <p>DFCM Departmental Promotions Committee (DPC) meets to review the application dossiers and identifies additional <b>external referees</b> for each candidate. The Chair ensures that referees have no direct relationship with the candidate.</p>
<p>OCT – NOV 2023</p>	<p><b>REFEREE PROCESS</b></p> <p>External and student letters are solicited by the DFCM.</p>
<p>NOV 29, 2023</p>	<p><b>SENIOR PROMOTION - COMMITTEE MEETING #3</b></p> <p>Once external and student referee letters are received, the DFCM Departmental Promotion Committee (DPC) meets to review the complete promotion dossiers and make the final recommendation on each candidate.</p>

<p>DEC 2023</p>	<p><b>UPDATE TO CANDIDATES</b></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>
<p>DEC-JAN 2023</p>	<p>The Chair prepares a letter of recommendation (for each candidate) to the Dean providing details on the basis of his/her recommendation.</p>
<p>JANUARY 2024</p>	<p><b>DEADLINE TO SUBMIT DOSSIERS TO THE DECANAL PROMOTIONS COMMITTEE</b></p> <p>The Chair's letter and the dossier for each candidate must be submitted by our department to the Dean by this date. An important deadline date for the DFCM!</p>
<p>FEBRUARY 2024</p>	<p><b>DECANAL PROMOTIONS COMMITTEE (DecPC) REVIEW PROCESS</b></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>
<p>MARCH 2024</p>	<p><b>DECANAL DEFERRAL MEETING DATES (IF REQUIRED)</b></p> <p>If any dossiers are *deferred* (i.e. the Decanal committee has requested further information, documentation, or letters to support a dossier), our Promotion Committee Chair and Department Chair will attend to present the additional material and defend the application.</p>
<p>APRIL-MAY 2024</p>	<p><b>PROVOSTIAL REVIEW</b></p> <p>The Dean makes recommendations for promotion to the Provost:</p> <ul style="list-style-type: none"> <li>• Chairs are notified of successful/unsuccessful candidates</li> <li>• Successful/unsuccessful candidates are notified by the Chair</li> </ul>
<p>JULY 1, 2024</p>	<p><b>DATE EFFECTIVE FOR SUCCESSFUL PROMOTIONS... CONGRATULATIONS!</b></p> 