





# Senior Promotion Timeline 2024-2025


## Applicants to Associate or Full Professor

Contact: 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 2024	<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 2024	<p><b>MANDATORY 2<sup>nd</sup> STEP</b></p> <p>Schedule a meeting with Dr Jeff Kwong, Chair of the DFCM Department Promotions Committee</p> <div style="text-align: right;"></div> <ul style="list-style-type: none"> <li>• Please contact the chairs office 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 must 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)</li> <li>○ Candidates should also be prepared to identify/discuss 5 scholarly pieces of work</li> </ul> </li> </ul>
JAN 30, 2024	<p><b>WORKSHOP #1 (INFO SESSION)</b></p> <div style="text-align: right; background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;"><b>IMPORTANT TO ATTEND</b></div> <ul style="list-style-type: none"> <li>• Registration required (link on website)</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 27, 2024	<p><b>WORKSHOP #2 (PRE-APPLICATIONS)</b></p> <div style="text-align: right; background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;"><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/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>APRIL 22, 2024</p> 	<p><b>PRE-APPLICATION PACKAGE DUE DATE</b></p> <p>Candidates are required to submit a Pre-application Package (one PDF document) to the 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 21, 2024</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 13, 2024</p>	<p><b>WORKSHOP #3 (FINAL DOSSIERS)</b> <span style="float: right; background-color: #4a7ebb; color: white; padding: 2px 5px; border-radius: 3px;">IMPORTANT TO ATTEND</span></p> <ul style="list-style-type: none"> <li>• Registration provided to <b>confirmed candidates</b></li> <li>• This workshop will help candidates take the next step of converting their pre-application 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 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 <i>*highly confidential*</i> and meant only for personal reference</li> </ul> </li> </ul>
<p>JUNE - AUG 2024</p>	<p><b>MENTOR CONSULTATION</b></p> <p>It is highly recommended that you consult with your assigned mentor throughout this process. Please be sure to book time with them 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 style="text-align: center;"><b>WEEK OF SEPT 2-6, 2024</b></p>	<p style="text-align: center;"><b>SENIOR PROMOTION DOSSIER DUE DATE</b></p> <p>Candidates are required to submit their Senior Promotion Dossier anytime during the week of Sept 2 - 6. The administrative process of preparing the dossier (electronically) For the Decanal committee begins in the DFCM.</p> <div style="text-align: right;">  </div>
<p style="text-align: center;">SEPT 17, 2024</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 style="text-align: center;">OCT – NOV 2024</p>	<p><b>REFEREE PROCESS</b></p> <p>External referee and student letters are solicited by the DFCM.</p>
<p style="text-align: center;">DEC 3, 2024</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 style="text-align: center;">DEC 2024</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). The Chair informs candidates not recommended for promotion in writing.</p>
<p style="text-align: center;">DEC-JAN 2024</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 style="text-align: center;">JANUARY 2025</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 style="text-align: center;">FEBRUARY 2025</p>	<p><b>DECANAL PROMOTIONS COMMITTEE (DecPC) REVIEW PROCESS</b></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.
MARCH 2025	<p>DECANAL DEFERRAL MEETING DATES (IF REQUIRED)</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>
APRIL-MAY 2025	<p>PROVOSTIAL REVIEW</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>
JULY 1, 2025	<p>DATE EFFECTIVE FOR SUCCESSFUL PROMOTIONS...</p> <p>CONGRATULATIONS!</p> 