





Senior Promotion Timeline 2026-2027


Applicants to Associate or Full Professor

Contact: 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 2026	<p>MANDATORY 1st STEP</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 2026	<p>MANDATORY 2nd STEP</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"> • Please contact the chairs office to book an appointment • E: dfcm.chairsoffice@utoronto.ca <ul style="list-style-type: none"> ○ Candidates must 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) ○ Candidates should also be prepared to identify/discuss 5 scholarly pieces of work
JAN 20, 2026	<p>WORKSHOP #1 (12-1:15PM)</p> <div style="text-align: right; background-color: #4a7ebb; color: white; padding: 5px; border-radius: 5px; display: inline-block;"> IMPORTANT TO ATTEND </div> <ul style="list-style-type: none"> • Registration required (link on website) • This workshop provides an overview of the criteria, steps, and timeline for promotion and assists you in preparing a pre-application • Identifying areas of excellence/competence in each of the four categories • Candidates should meet with their Chief and the DPC Chair, Dr. Kwong • A database of successful dossiers will be available to review
FEB 24, 2026	<p>INFORMAL DROP-IN SESSION</p> <p>An informal “office hour” style drop-in session for faculty working on their pre-application. You can drop by to ask questions or get help with your CV, scholarly works, or teaching dossier. <i>Register to receive the zoom link.</i></p>

<p>MARCH 13, 2026</p> 	<p>PRE-APPLICATION PACKAGE DUE DATE</p> <p>Candidates are required to submit a Pre-application Package (one PDF document) to the Academic Promotions Coordinator: dfcm.promotion@utoronto.ca</p> <p>Please visit our website for the pre-application template (link above).</p>
<p>APRIL 21, 2026</p>	<p>SENIOR PROMOTION – COMMITTEE MEETING #1</p> <p>The DFCM Promotions Committee (DPC) will meet 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"> a) Their recommendation along with specific and detailed feedback b) An assigned mentor/consultant (DFCM faculty member)
<p>MAY 19, 2026</p>	<p>WORKSHOP #2 (12-1:15PM)</p> <div style="text-align: right; background-color: #4a7ebb; color: white; padding: 5px; display: inline-block;">IMPORTANT TO ATTEND</div> <ul style="list-style-type: none"> • Registration provided to confirmed candidates • This workshop will help candidates convert their pre-application into a full promotion dossier • A review of the key items in the final dossier such as: letter to the Chair, reflective statement, and referee/student list <p>Candidates will also be given the following important resources:</p> <ul style="list-style-type: none"> • “DOSSIER GUIDELINES” – a DFCM-specific guide to building your full dossier with instructions on each document and submission format • A library of successful sample dossiers is also available to review <ul style="list-style-type: none"> ○ By request: dfcm.promotion@utoronto.ca ○ Please note these are <i>*highly confidential*</i> and meant only for personal reference
<p>MAY - AUG 2026</p>	<p>MENTOR CONSULTATION</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>Before you submit your final dossier, please ask your mentor review your key documents, such as : 1) letter to the chair, 2) reflective statement, 3) CV, 4) five scholarly works/pubs.</p>
<p>JUNE 30, 2026</p>	<p>WAIVER OF EXTERNAL REVIEW – REQUEST DEADLINE</p> <p>For those who intend to apply for a waiver of external review (applying solely based on Teaching & Education), this is the deadline to submit the waiver request to the Dean’s Office.</p>

<p style="text-align: center;">WEEK OF AUG 24 – 28, 2026</p>	<p style="text-align: center;">SENIOR PROMOTION DOSSIER DUE DATE</p> <p>Candidates are required to submit their Senior Promotion Dossier anytime during the week of August 24 – 28TH. The administrative process of preparing the dossier (electronically) For the Decanal committee begins in the DFCM immediately afterwards.</p> <div style="text-align: right;">  </div>
<p style="text-align: center;">SEPT 10, 2026</p>	<p>SENIOR PROMOTION – COMMITTEE MEETING #2</p> <p>DFCM Departmental Promotions Committee (DPC) meets to review the application dossiers and identifies additional external referees for each candidate. The Chair ensures that referees have no direct relationship with the candidate.</p>
<p style="text-align: center;">OCT – NOV 2026</p>	<p>REFEREE PROCESS</p> <p>External referee and student letters are solicited by the DFCM.</p>
<p style="text-align: center;">DEC 3, 2026</p>	<p>SENIOR PROMOTION - COMMITTEE MEETING #3</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 2026</p>	<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>
<p style="text-align: center;">DEC-JAN 2027</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 2027</p>	<p>DEADLINE TO SUBMIT DOSSIERS TO THE DECANAL PROMOTIONS COMMITTEE</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 2027</p>	<p>DECANAL PROMOTIONS COMMITTEE (DecPC) REVIEW PROCESS</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 2027	<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 2027	<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, 2027	<p>DATE EFFECTIVE FOR SUCCESSFUL PROMOTIONS...</p> <p>CONGRATULATIONS!</p> 