




Senior Promotion Timeline 2022-2023

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 2022	MANDATORY 1st STEP Schedule a meeting with your Chief or DFCM Division Head (i.e. Palliative Care, Emergency Medicine) to discuss readiness for promotion
JAN - MARCH 2022	MANDATORY 2nd STEP Schedule a meeting with Dr David White, Chair of the DFCM Department Promotions Committee  <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 1, 2022	WORKSHOP #1 (INFO SESSION) <div style="float: right; background-color: #0070C0; color: white; padding: 5px; border-radius: 5px;">IMPORTANT TO ATTEND</div> <ul style="list-style-type: none"> • Registration required (link on website) • Will be recorded and available on our website afterwards for those that can't attend • This workshop will cover "What is a senior promotion?" • A general overview of the criteria, steps, and timeline for promotion
MARCH 8, 2022	WORKSHOP #2 <div style="float: right; background-color: #0070C0; color: white; padding: 5px; border-radius: 5px;">IMPORTANT TO ATTEND</div> <ul style="list-style-type: none"> • Registration required (link on website) • 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
APRIL 20, 2022 	PRE-APPLICATION PACKAGE DUE DATE Candidates are required to submit a Senior Promotion Pre-application Package (one PDF document) to Sarah Letovsky, Academic Promotions Coordinator: dfcm.promotion@utoronto.ca Please visit our website for the pre-application template (Word): http://www.dfc.utoronto.ca/senior-promotion

<p>MAY 2022</p>	<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> <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 31, 2022</p>	<p>WORKSHOP #3</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 <u>confirmed candidates</u> • This workshop will help candidates take the next step of taking their pre-application and converting it into a full promotion dossier • A review of the key items in the final dossier such as: letter to the Chair, reflective statement, and external referee/student list <p>Candidates will also be given the following important resources:</p> <ul style="list-style-type: none"> • “DOSSIER GUIDELINES” – a 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 *highly confidential* and meant only for personal reference
<p>JUNE - AUG 2022</p>	<p>MENTOR CONSULTATION</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.</p> <p>Before you submit your final dossier, it’s a good idea to have your mentor review your key documents, such as : 1) letter to the chair, 2) reflective statement, 3) CV, 4) scholarly works/pubs</p>
<p>WEEK OF SEPT 5 - 9, 2022</p>	<p style="text-align: center; color: red;">SENIOR PROMOTION DOSSIER DUE DATE</p> <p>Candidates are required to submit their Senior Promotion Application Dossier anytime during the week of Sept 5-9. The administrative process of preparing the dossier (electronically) begins in the DFCM.</p> <div style="text-align: right;">  </div>
<p>SEPT 2022</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>OCT – NOV 2022</p>	<p>REFEREE PROCESS</p> <p>External and student letters are solicited by the DFCM.</p>
<p>DEC 2022</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>

DEC 2022	<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 2022	<p>The Chair prepares a letter of recommendation (for each candidate) to the Dean providing details on the basis of his/her recommendation.</p>
JANUARY 2023	<p>DEADLINE TO SUBMIT DOSSIERS TO THE DECANAL PROMOTIONS COMMITTEE</p> <p>The Chair's letter + 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>
FEBRUARY 2023	<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 by <u>Friday April 8th</u>.</p>
MARCH 2023	<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 2023	<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, 2023	<p>DATE EFFECTIVE FOR SUCCESSFUL PROMOTIONS... CONGRATULATIONS!</p> 