

DFCM JUNIOR PROMOTION CHECKLIST GUIDE

For reference only, not for submission.

	ITEM:	COMPLETED BY:
☐	Online Application form (with application attached)	Completed online by the hospital/program administrator once all docs are complete
☐	Letter of Support from Chief/Division Head/Program Director: - From the Family Physician-In-Chief or approved DFCM Division Head/Program Director. - For EM AND PC applicants, there should be an additional letter of support from the Division Director.	Completed by the DFCM Chief, Division Head or Program Director facilitated by the hospital admin or division/program admin. - Template is mandatory (link) - If going forward on Teaching Effectiveness, TES MUST be noted in the letter.
☐	CV UofT CV template is mandatory (link)	Completed by the applicant
☐	Academic Position Description (APD) - DFCM template is mandatory (links: adjunct / part time / full time) Important: the original APD from the initial appointment can be used if available and still accurate.	Completed by the applicant + Signed by both applicant and their Chief/Division Head/Program Director
☐	2-3 INTERNAL Letters of Reference - Reference letters from individuals WITHIN the applicant's own hospital department and/or DFCM DIVISION teaching unit (excluding their Chief/Division Head/Program Director) - These letters are meant to address the importance, impact or innovation of the applicant's academic work. External letters are NOT required.	It is recommended that these letters are solicited by the DFCM Chief/Director OR the hospital/program administrator to avoid awkwardness and conflict of interest. Sample request email Sample reference letter template
☐	Teaching Philosophy Statement - Write a statement about your approach, values and attitude to teaching - Clarify what you believe good teaching to be - Explain what you hope to achieve in teaching - Contextualize your teaching strategies and other evidence of teaching effectiveness - Reflect on the development of your teaching	Prepared by the applicant (only if applying based on teaching) <i>Please note that if you are applying on the basis of CPA or Research, you do not need to include this item.</i>

	- If you have low or missing scores they should be explained/contextualized here - Typically statement 1-2 pages (no template)	
☐	Teaching Dossier - Please use sample dossier template (link) - It is important that the dossier is organized and summarizes the academic/educational activities in chronology order for each academic year - Customize as needed and remove sections that are not applicable - Maintain this going forward annually, you can use it in the future for senior promotion	Prepared by the applicant
☐	Teaching Data Summary Table - You must populate this table with all available teaching data and comparative scores - Please use the template provided (link)	Prepared by the applicant
☐	Teaching Evaluations Include copies of all available teaching evaluations (Power, MedSIS, LACT)	Collected by the applicant and/or hospital administrator
☐	Publications - If applicant is going forward on advanced degree or sustained commitment in research, include copies of 1-2 most important pubs for DAC. - Note: only publications since DFCM lecturer appointment count toward a junior promotion.	Prepared by the applicant
☐	Profile Form - Includes basic information to update our records - Please use template (link)	Prepared by the applicant or hospital/program administrator
☐	For sustained commitment in Research, ADD: - Research statement (instead of teaching statement) - Research dossier (template link) - Publications (see notes above)	Prepared by the applicant (only if applying based on Research)
☐	For sustained commitment in Creative Professional Activity (CPA), ADD: - CPA statement (instead of teaching statement) - CPA dossier (template link) - Prepared by the faculty member	Prepared by the applicant (only if applying based on CPA)
SUBMISSION: All documents must be submitted in ONE pdf file and attached to the online application. If you can bookmark the file, that's great! But optional. Important reminder: junior promotion packages should not exceed 50 pages (or 100 for faculty appointed ≥ 10 years)		