**JUNIOR PROMOTION LETTER OF SUPPORT**

**Lecturer to Assistant Professor**

*The contents of this letter are to serve as a sample.*

*Delete heading and place on letterhead.*

[Current Date]

Dr. Patricia Houston

Interim Dean, Temerty Faculty of Medicine

Office of the Dean, 1 King's College Circle

Medical Sciences Building, Room 2109

Toronto, ON M5S 1A8

Dear Dr. Houston:

**Re: Junior Promotion Application**

**Lecturer to Assistant Professor**

Full Name: Dr. Pat Smith

Current Rank: Lecturer

Current Position Description: *(i.e. Clinician Teacher)*

**Proposed** Position Description: *(if no change, remove this line)*

Current Appointment Type and FTE%: *(use specific FTE/range – i.e. “Clinical Part Time 50%”)*

**Proposed** Appointment Type and FTE%: *(if no change in appt type, remove this line)*

Email Address:

Date of Initial Appointment:

I am pleased to recommend **Dr. [Name]** to the Department Appointments Committee (DAC) for a junior promotion to the rank of Assistant Professor in the Department of Family and Community Medicine, effective **[date]**. I have known this candidate for [describe].

*[If the candidate is changing their status from adjunct/part time to full time, add this paragraph to your letter:]*

*At the time of this application Dr. XX is also applying for full time status. I have enclosed the required documents and fully support her change from [adjunct/part time] to full time status at [site].*

**Criteria for Promotion:**

Option #1:

This promotion is based on **sustained commitment in** **teaching effectiveness** as she has been involved consistently in the teaching of clerks and residents at [site].

Option #2:

This promotion is based on **Advanced Degree** as Dr. Smith received her MSc (2020) post-MD (2017) and has published a number of recent first author publications in peer-reviewed journals.

**Education and Training:**

Dr. Smith received her MD from the University of Toronto in 1996 and subsequently completed a Family Medicine residency at Sunnybrook Health Sciences Centre in 1998. Dr. Smith then completed an Emergency Medicine Fellowship from June 1998 to March 1999.

**Teaching Effectiveness:**

*[Describe the type and quality of teaching, level(s), and courses the candidate is involved in.* ***The following are only examples, please customize as applicable:]***

Dr. Smith has excelled as a teacher, and his/her teaching effectiveness is reflected in the TES included in this dossier. In particular, his/her evaluations from the past two years have been exemplary. Learners describe the candidate as…. Dr. Smith also received a local teaching award in 2022.

Dr. Smith is very involved in teaching, supervising and mentoring our residents and medical students in their family medicine rotation. S/he teaches both didactic and hands-on learning sessions. Since 2018 s/he has supervised medical clerks during their six week family medicine rotation, and serves as a half-day preceptor for two residents during their two year residency at our site.

**Education and Administration involvement:**

Dr. Smith has held and continues to hold a number of administrative and leadership positions at our site. S/he is our Wellness Lead and sits on the [committee/working group]. S/he is also involved in the design of educational training offerings, including the development of a set of seminars for our PGY2 experience, which has [describe impact].

Dr. Smith is the Coordinator of the PGY3 academic seminars, a program which provides hands on experiences for learners… These seminars are very useful and important as they involve…

**Publications: *[If applicable - include citations of recent publications]***

Lewey, J, **Smith**, WH, Smith, ADK et al. Gender and racial disparities in adherence to statin therapy: a meta-analysis. 2013, Am Heart J; 165(5), 665-78.

Bubble, **Smith**, WH, Jones, JL, Popsicle, M, Choudhry NK. A systematic review of adherence to cardiovascular medications in lesser developed countries. 2011, JGIM; 26(12), 1479-91.

**Research: *[if applicable – examples below]***

Dr. Smith has continued to demonstrate an interest in research, with a focus on medical adherence in chronic disease management. They work in collaboration with the Department of XX at XX Hospital at Harvard University. They have published five peer-reviewed papers of the past 8 years, mainly focusing on factors affecting medication adherence in cardiovascular disease in resource-limited settings, as well as the role of disparities affecting medication adherence.

Dr. Smith has been involved in a number of education and research studies, including a national educational project regarding substance use in pregnancy. The candidate’s principal research interest is in the area of ……, where they have been involved in several clinical studies. Dr. Smith has been an invited speaker at …… and has made several presentations at conferences.

**Internal Reference Letters:**

Letters of reference are highly positive from internal colleagues who are familiar with Dr. Smith’s background and expertise. They attest to his/her outstanding teaching skills, reliability, dedication and leadership.

**Summary statement to support this application:**

***[Examples]***

Please find attached the appropriate documents to support this application. Dr. Smith has made a sustained contribution to the Department of Family and Community Medicine at the University of Toronto, and it is with great enthusiasm that I support this promotion to Assistant Professor. Through his/her ongoing contributions to our academic site, s/he remains a strong role model for both learners and colleagues.

Sincerely,

<*Chief’s Signature>*

Chief’s name, degrees

Title

Department

Provide full signature block

To be completed by DFCM Department Coordinator:

This application was **reviewed and supported** at the Department Appointments Committee (DAC) Meeting.

…………………………………………

(date)

In addition, this application is **supported** by the University Department Chair:

Danielle Martin MD MPP CCFP FCFP

Professor and Chair

Department of Family and Community Medicine

Temerty Faculty of Medicine | University of Toronto

…………………………………………

(date)

Enclosures:

1. CV
2. Academic Position Description
3. Time Commitment Form (MD Full-Time only)
4. 2-3 Internal Letters of Reference
5. Teaching Dossier *(and CPA/Research dossier only if applicable)*
6. TES Data Summary Table
7. Evaluations
8. *Copy of Publication(s) and/or other supporting material if applicable*

Applicant’s **business** mailing address:

Name

Department

Hospital

Address

City, Province, Postal Code

Applicant’s **resident** mailing address:

Name

Address

City, Province, Postal Code