

dp0

**LEARN
TEACH
THRIVE**

**FACULTY DEVELOPMENT
AT DFCM**

Junior Promotion Workshop

April 4, 2024

Slide 1

dp0 There is one slide in this format - the official slide deck that the DFCM uses (which is mandatory for presentation) is the one we have. Danielle used this slide as an opening slide to her workshop but then followed with the DFCM slide deck.

So I think we should delete it. ML

dfcm promotion, 2024-03-06T16:14:26.913

DE0 0 I don't really understand what you're saying. I went through the slide deck with the many pictures, chose one that spoke to me and added the words. The conversation at FDC was to use the deck for branding but there were no other instructions. I'll check with Allyson

Debbie Elman, 2024-03-09T19:40:18.746

DE0 1 I checked with Allyson and she said to choose whichever image we wanted and that will be our for junior promotion moving forward. I'm open to a different image if you think there's one that's better

Debbie Elman, 2024-03-09T20:20:24.550

dp0 2 This one is good go to. ML.

dfcm promotion, 2024-03-11T01:23:13.984

HOW DO I BECOME AN ASSISTANT PROFESSOR?

JUNIOR PROMOTION INFORMATION SESSION

April 4, 2024

Workshop Leads:

Dr. Debbie Elman, *DFCM Faculty Appointments and Junior Promotions Lead*

Marie Leverman, *DFCM Academic Promotions Coordinator*



Family & Community Medicine
UNIVERSITY OF TORONTO



Slide 2

dp0 Do you do land acknowledgement prior to your sessions?
<https://indigenous.utoronto.ca/about/land-acknowledgement/> PC
dfcm promotion, 2024-03-05T20:43:26.552

dp0 0 Would you like to include this? ML
dfcm promotion, 2024-03-05T20:51:26.347

DE0 1 Land acknowledgement is a good idea. The link doesn't seem to be working for me. Can you please plunk it in?
Debbie Elman, 2024-03-09T19:43:01.511



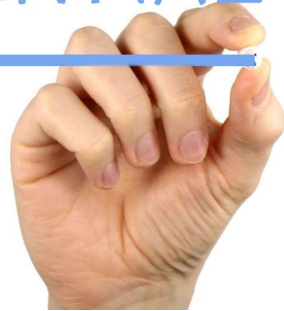
Land Acknowledge Statement

Acknowledging the land is an Indigenous protocol used to express gratitude to those who reside here, and to honour the Indigenous people who have lived and worked on this land historically and presently.

WE WISH TO ACKNOWLEDGE THIS LAND ON WHICH THE UNIVERSITY OF TORONTO OPERATES. FOR THOUSANDS OF YEARS IT HAS BEEN THE TRADITIONAL LAND OF THE HURON-WENDAT, THE SENACA AND THE MISSISSAUGAS OF THE CREDIT.

TODAY, THIS MEETING PLACE IS STILL THE HOME OF MANY INDIGENOUS PEOPLE FROM ACROSS TURTLE ISLAND AND WE ARE GRATEFUL TO HAVE THE OPPORTUNITY TO WORK ON THIS LAND.

CONFIDENTIAL



All conversations are considered **highly confidential**.



This is to protect our faculty, their work.



To protect the integrity of the process.



WORKSHOP AGENDA

Marie Leverman

WELCOME

Goals of the Workshop

OVERVIEW

What is a junior promotion in the Temerty Faculty of Medicine

STEPS

How to get started

CRITERIA

Outlining the criteria and documents required

Q&A

Question & answer periods will be available through out the presentation 🖐️

Take home message



GOALS OF THE WORKSHOP

Marie Leverman

1. To help you understand what a junior promotion is
2. To help you look at the work you're engaged in and how it applies to the criteria
3. To review the documents and help you assemble a successful dossier

Slide 6

DE0 Can we change the picture rather than using the same one twice in a row?

Debbie Elman, 2024-03-09T20:25:25.149

dp0 0 Yes - good idea. Done. ML

dfcm promotion, 2024-03-11T01:45:00.472

WHAT IS A JUNIOR PROMOTION?

Dr Elman

In the Faculty of Medicine, a **JUNIOR PROMOTION** refers to promotion from the academic rank of Lecturer to Assistant Professor (for clinical MD faculty).

Successful candidates for promotion will be expected to demonstrate **sustained contributions to the academic mission.**

Candidates must show evidence of local academic impact.

Candidates must be an effective teacher, regardless of which platform they are moving forward on.

The process towards a successful promotion involves approval by the Departmental Appointments Committee (DAC), the Faculty Appointments Advisory Committee (FAAC - for full-time appointees), and the Dean's Office.

WHY APPLY FOR A JUNIOR PROMOTION?

Dr Elman

This is the University's way of recognizing your outstanding academic accomplishments.

To reflect on and deepen your understanding of your own work and career.

To help you define your career path and academic focus for future promotions.

To become a leader in your field.

To apply for roles and positions that require a higher rank.

To further the discipline of family medicine.

Making your family proud!

A ZOOM POLL #1

We would like to ask a few questions.

Please wait a moment while we bring up the zoom pool.

zoom





STEPS & PROCESS

Marie Leverman

STEPS IN THE JUNIOR PROMOTION PROCESS

PRE-APPLICATION

- Meet with your Chief and/or FD Lead
- Connect with your site/division administrator
- Prepare your documents (i.e. CV and Teaching Dossier)
- Collect documentation



APPLICATION

Your Site/Division Administrator will:

- Solicit internal reference letters
- Collect your documents and a support letter from your Chief
- Submit the application to the DFCM via online application form



APPROVAL

- Dossier is reviewed and “**supported**” by DAC
- Submitted to HR for their review and “**approval**”
- Once approved by the Dean, the DFCM is notified by HR
- Promoted faculty are invited to an annual DFCM reception event



Slide 11

dp0 Add another bullet point - FAAC recommendation is forwarded to the Dean. PC

dfcm promotion, 2024-03-05T20:34:18.428

dp0 0 I updated the slide. ML

dfcm promotion, 2024-03-05T20:52:21.190

DE0 1 In the Approval box, it says that FT promotions are reviewed by FAAC. Can we clarify the process that promotions that are NOT FT?

Also can we remove the last bullet point about the email? It feels very anti-clamactic. Like I've done all this work, the dossier has gone to all these different people and all I get at the end is an email.

Debbie Elman, 2024-03-09T19:54:12.285

dp0 2 Yes - I cleaned this part up - kept the basic points - I use the words "supported" and "approved" in my communication to the sites. I think this reads better now. ML

dfcm promotion, 2024-03-11T01:52:55.039



WHAT IS DAC?

The DAC is our Department Appointments Committee.
It has the principal job of **reviewing new appointments & junior promotion dossiers.**

DAC acts as an advisor to our DFCM Chair.
Once DAC supports the application, it is sent to HR for the Dean's Approval.

The DAC meets on a monthly basis from September – June.
Junior promotions may be submitted and reviewed at any point during that time.

DISCUSSION POINTS WITH YOUR CHIEF OR FD LEAD

- Determine that you meet the CRITERIA and have enough material and/or teaching scores
- Review the required docs and who will be completing what
- Choose internal referees
- Discuss what aspects of your academic work you're most proud of
- Review your CV



DISCUSSION POINTS WITH YOUR SITE OR PROGRAM ADMINISTRATOR

- Review the online application form
- Identify what they can assist with
- Set a target date for completion
- Soliciting internal reference letters
- Submitting the final application to the DFCM
- Viewing sample copies of successful applications



Criteria for a junior promotion

Dr Elman



CRITERIA FOR PROMOTION

Candidates must go forward on **one** of the following:



**SUSTAINED
COMMITMENT**



**ADVANCED
DEGREE**





CRITERIA #1: SUSTAINED COMMITMENT

- *A continuous commitment since appointment*
- *Demonstrated evidence of academic impact/leadership/scholarship within the DFCM*
- *A dedication and responsibility to your discipline*



There is no “set” timeline of eligibility, but generally the DFCM expects:



Full time faculty (>80%) – at least 3 years of appointment



Part time faculty (20-80%) – closer to 5 years of appointment



Adjunct faculty (<20%) – closer to 7 or more years of appointment



Keep in mind: this varies for each individual based on their time commitment, academic productivity, and competing responsibilities



Slide 16

dp0 No need to change slides but a friendly reminder that FAAC guidelines only states at least 3 years. Doesn't distinguish between FT/ PT/ Adj Clin. You might want to highlight in your presentation 'departmental norms are...' PC

dfcm promotion, 2024-03-05T20:35:16.163

dp0 0 Updated the slide to say "DFCM expects" ML

dfcm promotion, 2024-03-05T20:55:13.201

DE0 1 I wanted to doublecheck the FAAC rules because we have moved people forward at less than 3 years. The TFOM website says "There is no set timeline, but generally, for the criterion of sustained contribution to the academic mission, the application should demonstrate sustained contributions and scholarship in the Temerty Faculty of Medicine for at least three years. For those who are FTE, the duration would be pro-rated accordingly." So it seems we're doing it right

Debbie Elman, 2024-03-09T20:11:06.478

dp0 2 I made no changes to the this slide. ML

dfcm promotion, 2024-03-11T01:57:14.050



CRITERIA #1: SUSTAINED COMMITMENT CATEGORIES

Candidates going forward for promotion on the basis of **sustained effectiveness** must choose ONE (or more) category:

1. TEACHING EFFECTIVENESS (most common)
2. Educational or Curriculum Development + teaching
3. Creative Professional Activity (CPA) + teaching
4. Research + teaching





CRITERIA #1: SUSTAINED COMMITMENT EXAMPLES

TEACHING EFFECTIVENESS

Clinical teaching

Lectures, seminars

Small groups - supervision

EDUCATION OR CURRICULUM DEVELOPMENT

Planning a new curriculum or education production

Educational innovation or new educational materials

Education scholarship

CPA

Contributions to the development of professional practices, e.g., guidelines, health policy development, regulatory committees and setting standards

Exemplary professional practice, e.g., teaching techniques, educational innovations, curriculum development, models of care innovations

Professional innovation and creative excellence, e.g., patient videos, curriculum innovations, and communications media

QI-related

RESEARCH

Productivity in research/research-related activities

Publications

Demonstrating that research has led to a significant source of new information in the field

Slide 18

dp0 Does your faculty have more of these CPA subcategory (i.e. in the sr promo - they seems to develop youtube videos/ blogs/ podcast etc If so, I would list this first so that they can relate right away.PC

dfcm promotion, 2024-03-05T20:36:54.797

dp0 0 Confirm with DE. We can add in the comments during the presentation.
ML

dfcm promotion, 2024-03-05T21:00:10.268

DE0 1 I agree.

Debbie Elman, 2024-03-09T20:12:49.129

dp0 2 No change to the slide. ML

dfcm promotion, 2024-03-11T01:57:59.483



CRITERIA #2: ADVANCED DEGREE

Faculty may apply for a junior promotion based on advanced degree AT ANY TIME if they have successfully completed:

#1

MASTER'S DEGREE

- ✓ Completion of a graduate program (such as master's degree or PhD) **POST MD**
- ✓ The graduate program must be related to your current field of work

#2

PUBLICATIONS

- ✓ AT LEAST 1-2 first author peer-reviewed publications in well-regarded journals.
- ✓ The publications should be recent (within 3 years) in well-regarded journals





***Pause for
questions and
chat messages.***

A ZOOM POLL #2

We would like to ask question.

Please wait a moment while
we bring up the zoom pool.

zoom





DOCUMENTS IN AN APPLICATION

Marie Leverman

WHAT DOCUMENTS ARE REQUIRED in an application?

	DOCUMENT	RESPONSIBLE PARTY
1	Online application form (at time of submission)	Hospital admin
2	Chief's letter of support	Chief
3	CV	Faculty
4	Academic position description	Faculty + Chief
5	Time commitment form (only for full time)	Faculty + Chief
6	2-3 internal reference letters	Hospital admin
7	Teaching philosophy statement	Faculty
8	Teaching dossier	Faculty
9	Teaching data summary table	Faculty
10	Teaching evaluations	Faculty + hospital admin
12	Professional development plan	Faculty + FD lead
13	Profile form	Faculty or hospital admin

Plus, if applicable:

14	Research statement & dossier OR CPA statement & dossier	Faculty
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CHECKLIST GUIDE

On our website:
<https://www.dfcu.utoronto.ca/junior-promotion>

- ✓ Provides detailed information on required documents
- ✓ Identifies who is responsible for each document (Chief/Faculty/Administrator)
- ✓ Tips for your dossier



TIPS

Dr Elman

- ✓ CV
- ✓ Teaching philosophy
- ✓ Teaching dossier

CV TIPS

#1 Follow the template

- ✓ List data clearly, in reverse chronological order
- ✓ List your appointment and rank history at UofT
- ✓ Cite your publications properly and bold your name in the categories of local, provincial, national, international
- ✓ Include your role
- ✓ Label activities carefully as peer-reviewed vs. non-peer-reviewed (e.g., invited editorials, commissioned essays, letters to the editor)
- ✓ List invited lectures separately from presentations that you submitted and were accepted (i.e., conferences)

The university requires a very specific format for your CV.

- Please visit the DFCM website to download a blank format:
<https://www.dfc.utoronto.ca/junior-promotion>

Slide 25

dp0 Complete citations (include your role).

You might as well get them started in labelling them regionally (local, provincial, national, international). PC

dfcm promotion, 2024-03-05T20:38:28.181

dp0 0 Updated slide. ML

dfcm promotion, 2024-03-05T21:02:43.971

DE0 1 If they follow the trample then that will automatically happen. That's the way the template is laid out. But I'll make sure to emphasize it

Debbie Elman, 2024-03-09T20:18:24.549

dp0 2 No change to the slide. ML

dfcm promotion, 2024-03-11T01:58:39.344

CV TIPS

List

- List data clearly, in reverse chronological order

List

- List your appointment and rank history at UofT

Cite

- Cite your publications properly and bold your name

Pay

- Pay close attention to headings in the CV format. (peer reviewed vs non peer reviewed, Invited lecture vs accepted presentations)

The university requires a very specific format for your CV.

- Please visit the DFCM website to download a blank format:
<https://www.dfcu.utoronto.ca/junior-promotion>
- **Follow the template**

Update your CV on a regular basis – monthly, quarterly, annually.

TEACHING PHILOSOPHY STATEMENT - TIPS

Develop a teaching philosophy:

- 1-2 page narrative: what is your identity and how have you developed as a teacher?

Your statement of teaching philosophy can:

- ✓ *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*
- ✓ *Provide an opportunity for reflection on and the development of your own teaching*

The DFCM has provided a template that is recommended by the Temerty Faculty of Medicine:

- Please visit the DFCM website to download a teaching philosophy statement example:
<https://www.dfcм.utoronto.ca/junior-promotion>

TEACHING DOSSIER - TIPS

A portfolio of documents that paint a picture of your strengths and accomplishments as a teacher. It provides evidence of our teaching and accomplishments.

- ✓ If you are applying based on teaching effectiveness, the dossier must be robust with good scores
- ✓ If you are NOT applying based on teaching, you still need to demonstrate *teaching competency*
- ✓ Start early and save everything –TES, other forms of learner feedback, student comments, etc.
- ✓ Ensure you have been/will be receiving evaluations in POWER/MEdSIS, LACT, etc. **Can you log in?**
- ✓ Take advantage of professional development opportunities and document them

The DFCM has provided a template that is recommended by the Temerty Faculty of Medicine:

- Please visit the DFCM website to download a document on teaching and education dossier tips: <https://www.dfcm.utoronto.ca/junior-promotion>

Slide 28

dp0 1. Multiple TES? Include a summary table;
2. support your summary with excerpt comments and explain impact of her teaching
3. FAAC would like to see TES with comparative data - such that they can assess the candidate and how good they are compared to their peers. PC
dfcm promotion, 2024-03-05T20:39:04.284

dp0 0 Review with DE. ML
I don't think we need to change the slide. We had a TES table in the application pkg.
dfcm promotion, 2024-03-05T21:04:39.263

DE0 1 I agree that I don't want to change this slide. The summary table is one of the things I want to tackle one day but I'm focusing on appointments before I move on to promotion.
Debbie Elman, 2024-03-09T20:23:35.117

dp0 2 No change to the slide. ML.
dfcm promotion, 2024-03-11T02:16:42.805

SUPPORTING DOCUMENTATION - TIPS

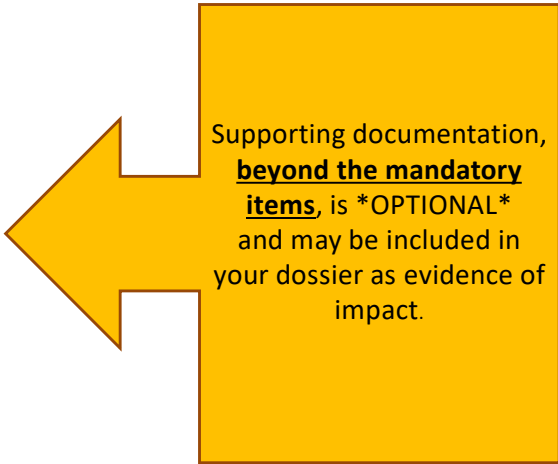
If you do include supporting documents, please curate well.

Pick only 1-3 items and choose only the **best of the best!**

Examples:

- ✓ *An important publication*
- ✓ *Thank you letters from learners*
- ✓ *A major piece of media coverage*

Dossiers should not be longer than 70 pages total



Supporting documentation, **beyond the mandatory items**, is **OPTIONAL** and may be included in your dossier as evidence of impact.

What **not** to include:

- *Powerpoint slides*
- *Copies of certificates*
- *Letters of award congratulations*
- *Blank pages*
- *Photographs*
- *Personal thank you cards*
- *Confidential emails from patients*

Slide 29

dp0 This actually includes the Chair's letter so you might want to make this 70 pages. PC

dfcm promotion, 2024-03-05T20:39:27.294

dp0 0 Updated 70 pages. ML

dfcm promotion, 2024-03-05T21:05:03.547



***Pause for
questions and
chat messages.***

HOW DO I KNOW I'M READY?

Dr Elman

Meet the appointment timeline (if applying under sustained commitment)

Teaching:

- Have a good assortment of evaluations over the course of your appointment.
- Have at or above average scores
- Other teaching and education achievements are also taken into account: i.e. awards

Education/Curriculum Development, Research, or CPA:

- Must be able to demonstrate a record of scholarly achievement at the local/regional level

Advanced degree:

- Eligible anytime you have advanced degree achieved after your MD + at least 1-2 first author peer reviewed pubs

TAKE HOME MESSAGE

Meet with:

- Your Chief
- Your FD Lead
- Think about working with a peer or mentor to work on your dossier and set goals

Get started:

- ✓ Update your CV
- ✓ Update your Teaching Dossier
- ✓ Visit our website for templates & forms
- ✓ Collect your TES
- ✓ Organize your work and start an electronic filing system for yourself



Promotion Club

Dr Elman

Why create a club?

- ✓ Cultivates a community of faculty who share your goal to apply for a junior promotion
- ✓ Meet with other faculty who want to pursue the same goal
- ✓ Receive support for your colleagues
- ✓ Share tips
- ✓ Set target dates and timelines
- ✓ Proven to be successful with other sites
- ✓ Share your academic pursuits and identify goals



COMMON FAQ

Dr Elman

Where do I get my TES?

Contact your Chief, admin, or education office. **You should also have access to download scores from POWER and MEDSIS.**

Can I apply for promotion even if I've only had a few learners?

Yes! Many faculty don't teach on a full-time basis. As long as the teaching took place over a sustained period/number of years and you have enough good scores and comments to demonstrate your teaching effectiveness.

What about missing or low TES?

Missing TES should be explained in the dossier (i.e. leaves of absence, courses that didn't have enough evals to generate a score, etc.). Low TES can be OK if it's a one-off and compensated with a history of good scores. Present what did you do to improve teaching skills. Did you change your approach? Take courses, etc.

When should I submit my application?

Anytime during the academic year (DAC does not review during the summer). Sept/June are peak months and therefore review might be slower than usual.

Slide 34

dp0 For multiple TES, address trends (e.g. if you have low scores at begging of your career) or negative comments - what did you do to improve teaching skills? Did you change your approach? Take courses, etc. PC

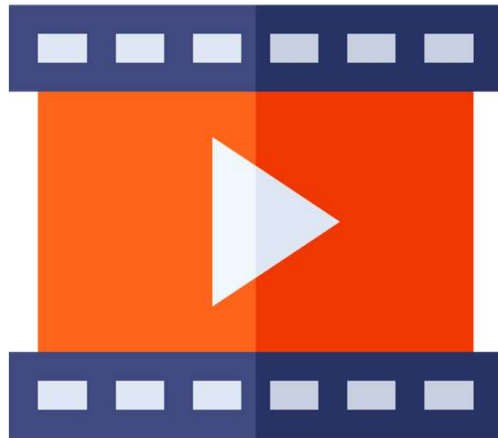
dfcm promotion, 2024-03-05T20:40:11.373

dp0 0 Updated slide. ML

dfcm promotion, 2024-03-05T21:09:14.498

VIDEO SERIES

The DFCM is pleased to provide FOUR VIDEOS interviewing DFCM faculty on junior promotions:



TOPICS:

1. Junior Promotion – what has this meant to you?
2. Junior Promotion – who has helped you?
3. Junior Promotion – do you have any advice for others?
4. How to make junior promotions easier

Please watch via our website:

<https://www.dfcм.utoronto.ca/junior-promotion>



***Pause for
questions and
chat messages.***

A ZOOM POLL #3

We would like to ask a few questions to evaluate the information session.

Please wait a moment while we bring up the zoom poll.

zoom



FEEDBACK SURVEY

A feedback survey will be sent out to all attendees shortly via email.

Please tell us how we did!

Thank you for attending the workshop.

