

JUNIOR PROMOTION (MD)

Application Checklist **GUIDE**

This document is for site/program administrator use only. Not for submission.

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|  | **CHECKLIST** |
| 1 | **Online Application form (with documents attached)**   * Completed on line by the **hospital/program administrator** * Available on our website: <https://documents.med.utoronto.ca/webforms/clinical> |
| 2 | **Letter(s) of Support**:  From the Family Physician-In-Chief or approved DFCM Program Director.  For EM AND PC applicants, there should be an additional letter of support from the Division Director. Please reference the Letter of Support Template.   * Completed by the **Family Physician-In-Chief or approved DFCM Program Director/ Division Head** * Please reference the Letter of Support Template for all mandatory information * It is important that the **paragraph headings** and TEMPLATE be followed * If going forward on Teaching Effectiveness, TES (Teaching Effectiveness Scores) MUST be noted in the letter. |
| 3 | **CV**   * Completed by the **faculty member** * For a junior promotion, it is mandatory that the UofT format be followed. * Template is available on the website |
| 4 | **Academic Position Description (Junior Promotion)**   * Completed by the **faculty member and the Family Physician-In-Chief or approved DFCM Program Director -** details on clinical, teaching and research activities * The form is to be **signed by both** the appointee and the Chief or approved DFCM Program Director * Template is available on the website |
| 5 | **Time Commitment Form**   * Completed by the **faculty member and the Family Physician-In-Chief or approved DFCM Program Director** * Only apply to FULL TIME faculty * Template is available on the website |
| 6 | **2-3 INTERNAL Letters of Reference**   * Solicited by the **Family Physician-In-Chief or the approved DFCM Program Director**. Letters are not to be solicited by the faculty member. * Internal letters of reference are from individuals WITHIN the applicant’s own hospital department and/or DFCM DIVISION teaching unit (excluding the Chief or approved DFCM Program Director) * These letters are meant to address the importance, impact or innovation of the applicant’s academic work. * External letters are NOT required |
| 7 | **Teaching Philosophy Statement**  C:\Users\leverman\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\QLGPAD4W\New_icon_shiny_badge.svg[1].pngA statement of the candidate’s teaching philosophy should include:   * 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 and the development of your own teaching * Typically a statement is one-two pages |
| 8 | **Teaching Dossier**   * Prepared by the **faculty member** * It is important that the dossier **is organized and summarizes** the academic/educational activities in chronology order for each academic year. A sample template has been provided on the website |
| 9 | **Teaching Data Summary Table Report**   * Prepared by the **faculty member** * Please complete the form in full, providing data on all teaching * Template form is available on the website |
| 10 | **Teaching Evaluations**   * Include copies of your teaching evaluations – include (Power, MedSIS) |
| 11 | **Publications**   * Provided by the **faculty member** * If applicable, please provide copies for the DAC. Kindly note that only publications from the years after the initial appointment at the rank of lecturer may be counted toward a junior promotion. |
| 14 | **Professional Development Plan**   * Completed by the **faculty member and the Family Physician-In-Chief or approved DFCM Program Director** * The form is signed by both appointee and the Chief or approved DFCM Program Director OR the Faculty Development Lead * Complete this form in full with details on duties and expectation, background experience, professional development goals, activities to achieve these goals, support for achieving goals and schedule |
| 15 | **Profile Form**  **NEW**   * Prepared by the **hospital/program administrator** * Include with the junior promotion application |
| 12 | ***For sustained commitment in Research, ADD:***   * Research statement * Research dossier * Publications * **Prepared by the faculty member** * Template for a research dossier is available on the website |
| 13 | ***For sustained commitment in Creative Professional Activity (CPA), ADD:***   * CPA statement * CPA dossier * **Prepared by the faculty member** * Template for a CPA dossier is available on the website |

Created: January 2018