**JUNIOR PROMOTION LETTER OF SUPPORT**

**Lecturer to Assistant Professor**

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

*Final version should be on letterhead.*

[Current Date]

Dr. Trevor Young

Dean, Faculty of Medicine

c/o Human Resources

University of Toronto

Medical Sciences Building, Room 2256

1 King’s College Circle

Toronto ON M5S 1A8

Dear Dr. Young:

**Re: Junior Promotion Application**

**Lecturer to Assistant Professor**

Full Name: Dr. Jane Smith

Current Rank: Lecturer

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

**Proposed** Position Description: *(if no change in category, remove this heading)*

Current Appointment Type (FTE%): *(i.e. Clinical Adjunct, Part Time, or Full Time)*

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

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]**.

*[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 Dr. Smith’s **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 has received her MSc (2014) post-MD (2008) and has published a number of 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:**

Dr. Smith has been an important member of the XX team/department at XX. They are an enthusiastic educator and mentor, and find opportunities for bedside learning from the clerkship to fellowship level.

Dr. Smith has excelled as an teacher, and his/her teaching effectiveness is reflected in the TES scores included in this dossier, which are consistently exemplary. Dr. Smith is also involved in the design of education training offerings, particularly XXX pilot.

Dr. Smith contributes to the curriculum, teaching both didactic and hands-on learning sessions for medical students, residents and fellows.

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…

Dr Smith’s involvement in teaching is reflected in the documents and manuals s/he has published. This includes the … in the Clerkship Manual. Dr Smith has also been involved at a provincial level with the XX Network in developing guidelines for improving stroke care in the emergency department.

**Education and Administration involvement:**

The candidate is involved in clinical supervision. S/he is very involved in teaching, supervising and mentoring our residents and medical students in their family medicine rotation.

Dr. Smith is involved in teaching our residents and medical students in their Geriatric Rotation. The candidate is involved in resident teaching, coordinates teaching activities (describe), and is a member of the (insert committee or working group). This represents/has led to… [describe impact of contributions].

Dr. Smith has held and continues to hold a number of administrative and leadership positions in our clinical and educational programs and is currently development a set of seminars for our PGY2 experience.

**Publications:**

***[include citations of recent publications if applicable]***

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]***

Dr. Smith has also continued to demonstrate an interest in research, with a focus on medical adherence in chronic disease management, especially in the context of global health. 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 desease 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. Their publications are mostly in journals of… This research productivity is…

**Internal Reference Letters:**

Letters of reference are highly positive from internal colleagues who are familiar with Dr. Smith’s background and expertise in the field of xxx. They attest to his/her outstanding teaching skills, reliability, dedication and leadership. I am confident that Dr Smith will continue to be a valuable faculty member of the DFCM.

**Summary statement to support this application:**

***[Examples:]***

Please find attached the appropriate documents to support this application. Dr. Smith has made a significant sustained contribution to the Department of Family and Community Medicine at the University of Toronto and is deserving of a promotion to Assistant Professor effective [date].

Please find attached the appropriate documents to support this application. I am confident that Dr. Smith will continue to succeed in his/her clinical and scholarly activities in the DFCM at the University of Toronto. Therefore, I am recommending promotion to Assistant Professor effective [date].

Please find attached the appropriate documents to support this application. It is with great enthusiasm that I support Dr. Smith’s application 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 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:

Dr. Danielle Martin MD CCFP FCFP MPP

Chair and Associate Professor

Department of Family and Community Medicine

…………………………………………

(date)

Enclosures:

1. CV
2. Job Description (Junior Promotion)
3. Professional Development Plan (Junior Promotion)
4. 2-3 Internal Letters of Reference
5. Time Commitment Form (MD Full-Time)
6. Teaching and/or CPA and/or Research Dossier
7. Copy of Publication(s)

Applicant’s **business** mailing address:

Name

Department

Hospital

Address

City, Province, Postal Code

Applicant’s **resident** mailing address:

Name

Address

City, Province, Postal Code