



REVISED Senior Promotion Timeline 2021-2022

Applicants to Associate or Full Professor

Contact: Sarah Letovsky / DFCM Academic Promotions Coordinator / E: dfcm.promotion@utoronto.ca

For all resources and templates, please visit our website: <http://www.dfc.utoronto.ca/senior-promotion>

| DATES | ACTION |
|---|---|
| JAN - MARCH 2021 | <p>MANDATORY 1st STEP</p> <p>Schedule a meeting with your Chief or DFCM Division Head (i.e. Palliative Care, Emergency Medicine) to discuss readiness for promotion</p> |
| JAN - MARCH 2021 | <p>MANDATORY 2nd STEP</p> <p>Schedule a meeting with Dr David White, Chair of the DFCM Department Promotions Committee</p> <div style="float: right; text-align: right;">  </div> <ul style="list-style-type: none"> • Please contact the chairs office DIRECTLY to book an appointment • E: dfcm.chairsoffice@utoronto.ca <ul style="list-style-type: none"> ○ Candidates are required to submit their CV to the Chair's Office one-week prior. ○ Candidates should read the <i>Promotions Manual</i> and be prepared to identify areas of excellence (Research, CPA, Teaching & Education, Administration) ○ Candidates should also be prepared to identify/discuss 5 scholarly pieces of work |
| FEB 26, 2021 | <p>WORKSHOP #1 (INFO SESSION)</p> <div style="text-align: right; background-color: #4f81bd; color: white; padding: 5px; display: inline-block;">IMPORTANT TO ATTEND</div> <ul style="list-style-type: none"> • Registration required - Zoom link TBA • What is a senior promotion? • A brief overview of the criteria, steps, and timeline for promotion |
| MARCH 26, 2021 | <p>WORKSHOP #2</p> <div style="text-align: right; background-color: #4f81bd; color: white; padding: 5px; display: inline-block;">IMPORTANT TO ATTEND</div> <ul style="list-style-type: none"> • Registration required - Zoom link TBA • This workshop assists you in preparing a pre-application • Identifying areas of excellence and competence in each of the four categories • Candidates should have met with their Chief and the DPC Chair, Dr. White • A database of successful dossiers will be available to review |
| <p>MAY 12, 2021</p> <div style="text-align: center;">  <p>FIRM DEADLINE</p> </div> | <p>PRE-APPLICATION PACKAGE DUE DATE</p> <p>Candidates are required to submit a Senior Promotion Pre-application Package (one PDF document) to Sarah Letovsky, Academic Promotions Coordinator: dfcm.promotion@utoronto.ca</p> <p>Please visit our website for the pre-application template (Word): http://www.dfc.utoronto.ca/senior-promotion</p> |

| | |
|---|--|
| <p>JUNE 1 2021</p> | <p>SENIOR PROMOTION – COMMITTEE MEETING #1</p> <p>The Department of Family and Community Medicine (DFCM) Departmental Senior Promotions Committee (DPC) will meet in order to <u>review pre-applications</u>.</p> <p>Following the meeting, a formal letter will be sent to each candidate containing:</p> <ol style="list-style-type: none"> a) Their recommendation along with specific and detailed feedback b) An assigned mentor/consultant (DFCM faculty member) |
| <p>JUNE 2021</p> | <p>OPTIONAL 1-ON-1 REVIEW</p> <p>Date and Time TBC</p> <p>As candidates prepare their final promotion dossier, they may request to meet with:</p> <ul style="list-style-type: none"> • Dr. David White, DPC Chair • Sarah Letovsky, DFCM Promotions Coordinator <p>Candidates will also be given the following important resources:</p> <ul style="list-style-type: none"> • “DOSSIER GUIDELINES” – a guide to building your full dossier with instructions on each document and submission format • A library of successful sample dossiers is also available to review <ul style="list-style-type: none"> ○ By request: dfcm.promotion@utoronto.ca ○ Please note these are *highly confidential* and meant only for personal reference |
| <p>JUNE - SEPTEMBER 2021</p> | <p>MENTOR CONSULTATION</p> <p>It is highly recommended (particularly as you approach the deadline) that you consult with your mentor throughout this process. Please be sure to book time with your mentor well in advance.</p> <p>Before you submit your final dossier, it’s a good idea to have your mentor review these documents:</p> <ol style="list-style-type: none"> I. Letter of application and reflective statement II. CV III. 5 scholarly works/pubs |
| <p style="text-align: center;">WEEK OF SEPT 27 – OCT 1, 2021</p> | <p style="text-align: center;">SENIOR PROMOTION DOSSIER DUE DATE!</p> <p>Candidates are required to submit their Senior Promotion Application Dossier during the week of September 6-10. The administrative process of preparing the dossier (electronically) begins in the DFCM.</p> <div style="text-align: right;">  </div> |
| <p>OCTOBER 12, 2021</p> | <p>SENIOR PROMOTION – COMMITTEE MEETING #2</p> <p>DFCM Departmental Promotions Committee (DPC) meets to review the application dossiers and identifies additional external and student referees for each candidate. The Chair ensures that referees have no direct relationship with the candidate. The process of soliciting internal/external/student referees begins.</p> |
| <p>OCT – DEC 2021</p> | <p>REFEREE PROCESS</p> <p>External and student letters are solicited by the DFCM.</p> |
| <p>JANUARY 18, 2022</p> | <p>SENIOR PROMOTION - COMMITTEE MEETING #3</p> <p>Once the internal, external and student referee’s letters are received, the DFCM Departmental Promotion Committee (DPC) meets to review the final promotion dossiers and make the final recommendation on each candidate.</p> |

| | |
|------------------------|---|
| <p>JAN 2022</p> | <p>UPDATE TO CANDIDATES</p> <p>Successful candidates are informed that their promotion dossier will be submitted to the Decanal Promotions Committee (DecPC).</p> <p>The Chair informs candidates not recommended for promotion in writing.</p> |
| <p>JAN-FEB 2022</p> | <p>The Chair prepares a letter of recommendation (for each candidate) to the Dean providing details on the basis of his/her recommendation.</p> |
| <p>FEB 28, 2022</p> | <p>DEADLINE TO SUBMIT DOSSIERS TO THE DECANAL PROMOTIONS COMMITTEE</p> <p>The Chair's letter + the dossier for each candidate must be submitted by our department to the Dean by this date. An important deadline date for the DFCM!</p> |
| <p>APRIL 5-8, 2022</p> | <p>DECANAL PROMOTIONS COMMITTEE (DecPC) REVIEW PROCESS</p> <p>The DecPC meets to review all submitted promotion dossiers for the Faculty of Medicine. If a decision on promotion is deferred, detailed reasons will be provided in writing to the Chair to be conveyed to the candidate by <u>Friday April 8th</u>.</p> |
| <p>MAY 2022</p> | <p>PROVOSTIAL REVIEW</p> <p>The Dean makes recommendations for promotion to the Provost:</p> <ul style="list-style-type: none"> • Chairs are notified of successful/unsuccessful candidates • Successful/unsuccessful candidates are notified by the Chair |
| <p>JULY 1, 2022</p> | <p>DATE EFFECTIVE FOR SUCCESSFUL PROMOTIONS... CONGRATULATIONS!</p>  |