



# Senior Promotion Timeline 2020-2021

**Contact:** DFCM Academic Promotions Coordinator • E: [dfcm.promotion@utoronto.ca](mailto:dfcm.promotion@utoronto.ca)

**Website:** <http://www.dfc.utoronto.ca/senior-promotion>

<p>January to March 31 2020</p>	<p><b>Schedule a meeting with:</b></p> <ol style="list-style-type: none"> <li>1. Your <b>Chief or DFCM Division Head</b> (i.e. Palliative Care, Emergency Medicine) to discuss readiness for promotion – <b>this is mandatory</b>.</li> <li>2. Dr David White, Chair of the DFCM Department Promotions Committee Please contact the chairs office DIRECTLY to book an appointment: T: 416-978-6473 • E: <a href="mailto:dfcm.chairsoffice@utoronto.ca">dfcm.chairsoffice@utoronto.ca</a></li> </ol>
<p>January to March 31 2020</p>	<p>Candidates are required to submit to the Chair's Office <b>one week</b> prior to the meeting date the following documents:</p> <ul style="list-style-type: none"> <li>• Curriculum Vitae</li> </ul>
<p>Tuesday January 14 2020</p>	<p><b>Senior Promotion Workshop #1</b></p> <ul style="list-style-type: none"> <li>• This workshop provides an overall review of the criteria, steps, process, as well as parts of the senior promotion application dossier</li> </ul>
<p>Tuesday February 18 2020</p>	<p><b>Senior Promotion Workshop #2</b></p> <ul style="list-style-type: none"> <li>• Participants will map the foundation of the senior promotion pre-application</li> <li>• Time will be dedicated to identifying accomplishment of scholarship (research, teaching and education, creative professional activity)</li> </ul>

## REVISED TIMELINES



**Please note – the timelines were revised on March 31, 2020 in consideration of the extraordinary demands on your time due to the COVID-19 pandemic. The Faculty of Medicine has made the decision to extend the timelines of the Senior Promotion Academic Promotion cycle for promotion effective July 1, 2021.**

**We will advise you of any changes to these dates as we move forward.**

**Thank You**

**Academic Promotions Coordinator: [dfcm.promotion@utoronto.ca](mailto:dfcm.promotion@utoronto.ca)**

<p><b>FRIDAY May 1 2020</b></p> <p>This is a <b>firm</b> deadline!</p>	<p><b>Pre-Application Package Due Date</b></p> <p>Candidates are required to submit a <b>Senior Promotion Pre-Application</b> package to the Department of Family and Community Medicine (DFCM) Departmental Senior Promotions Committee (DPC) in order to obtain feedback regarding <b>readiness for promotion</b>.</p> <p>Submit your Senior Promotion Pre-application Package (one PDF document) to: The DFCM Academic Promotions Coordinator: <a href="mailto:dfcm.promotion@utoronto.ca">dfcm.promotion@utoronto.ca</a> Please visit our website to receive an electronic copy (Word) of the application: <a href="http://www.dfcfcm.utoronto.ca/senior-promotion">http://www.dfcfcm.utoronto.ca/senior-promotion</a></p>
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<p><b>Tuesday May 26 2020</b></p>	<p><b>Senior Promotion Committee Meeting # 1</b></p> <p>Following review of the pre-application by the Committee, a formal letter will be sent to the candidates (by mid June) providing (1) their recommendation along with feedback specific to the application and academic activities and (2) an assigned mentor/consultant (DFCM faculty member).</p>
<p><b>June 2019</b></p>	<p><b>Meet with the DFCM Academic Promotions Coordinator</b></p> <p>Candidates that are supported to “move forward” are <u>invited</u> to meet the DFCM Academic Promotions Coordinator to review the components Senior Promotion Application Dossier and to receive a USB key for preparing their dossier.</p>
<p><b>Tuesday June 23 2020</b></p>	<p><b>Senior Promotion Workshop #3</b></p> <p>This workshop is ONLY for candidates that have are supported to go forward for a senior promotion.</p> <p><b>A decision will be made on how the workshop will be facilitated closer to the date.</b></p> <div style="text-align: right;">  <div style="border: 1px solid black; padding: 5px; background-color: #d9ead3;"> <p><b>Important</b></p> </div> </div>
<p><b>The week of October 5 - 9 2020</b></p> <p>This is a <b>firm</b> deadline!</p>	<p><b>Senior Promotion Application Dossier Due Date!</b></p> <p>Candidates are required to submit their Senior Promotion Application Dossier (USB KEY).</p> <div style="text-align: right;">  <div style="border: 1px solid black; padding: 5px; background-color: #d9ead3;"> <p>Candidates are invited to meet with the Academic Promotions Coordinator</p> </div> </div>
<p><b>Tuesday October 20 2020</b></p>	<p><b>Senior Promotion Committee Meeting # 2</b></p> <p>DFCM Departmental Promotions Committee (DPC) meets to review the application dossiers and identifies additional <b>internal, external and student referees</b> (AS APPLICABLE FOR each candidate). The Committee ensures that referees have no direct relationship with the candidate. The process of soliciting internal/external/student referees begins.</p>

<b>November/December 2020</b>	Once the internal, external and student referee's letters are received, the dossiers are reviewed by members of the DFCM DPC for reporting at Meeting # 3.
<b>Tuesday February 2 2021</b>	<b>Senior Promotion Committee Meeting # 3</b> DFCM DPC meets to review the final promotion dossier and makes the final recommendation on each candidate.
<b>February/March 2021</b>	The Chair prepares a letter of recommendation (for each candidate) to the Dean providing details on the basis of his/her recommendation
<b>Monday March 8 2021</b>	<b>Submission of promotion dossiers to the Decanal Promotions Committee</b> The Chair's letter + the dossier for each candidate must be submitted to the Dean by this date. An important deadline date for the DFCM!
<b>April/May 2021</b>	<b>The Decanal Promotions Committee (DecPC) Review Process</b> 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.
<b>June 2021</b>	<b>Provostial Review</b> The Dean makes recommendations for promotion to the Provost: <ul style="list-style-type: none"> <li>• Chairs are notified of successful/unsuccessful candidates</li> <li>• Successful/unsuccessful candidates are notified by the Chair</li> </ul>
<b>July 1 – 2021</b>	<b>Promotion is effective this date</b>