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## MEMORANDUM

**TO:** Heads of Department, School of Medicine

**FROM:** Christopher S. Simpson

**DATE:** March 27, 2017

**SUBJECT:** **Promotion for GFT and Adjunct (Group 1, 2 and 3) Members of the Faculty of Health Sciences to be effective July 1, 2018**

I am writing to remind you that the promotion process for GFT and Adjunct (Group 1, 2 and 3) members in the Faculty of Health Sciences for decisions that will be effective July 1, 2018 is about to commence. This process is governed by the *Senate Statement on Promotion Policy for Geographically Full-Time and Adjunct-1 (non-Bargaining Unit) Appointees* that was approved by Senate on September 23, 2004 and ratified by the Board of Trustees on October 1, 2004. The policy is available on the Queen's web site.

Please note that the procedures set out in Part VI.A., items 1 and 4, require action on your part by April 1<sup>st</sup> and May 1<sup>st</sup>:

VI.A.1. "**By April 1<sup>st</sup>** each Department shall establish a Departmental Promotion Committee, which shall not include the Department Head, to consider and make recommendations to the Department Head regarding the suitability of an appointee for promotion." Item 2 describes the membership of the Committee.

For the Departments of Diagnostic Radiology and Oncology, the membership of the above Committee may include full-time adjunct appointees. For the non-clinical departments, the standing Renewal, Tenure and Promotion Committee may also serve as the Committee.

VI.A.4. "Not later than **May 1<sup>st</sup>** the Department Head shall write all members of the Department to inform them that the promotion review process is to begin and to remind them of the procedures in this document."

By **Friday, May 19, 2017**, please contact Connie Wighton at [wightonc@queensu.ca](mailto:wightonc@queensu.ca) with the following:

1. Submit a Promotion Committee Summary table provided on the [https://healthsci.queensu.ca/faculty/faculty\\_information](https://healthsci.queensu.ca/faculty/faculty_information) website; and
2. Provide the name and Net ID of the committee's administrative assistant.

It is important to adhere to the deadlines that are specified throughout this Senate policy. A timetable that sets out the required deadlines and some suggested dates to assist you in meeting these required deadlines can also be found on the *Faculty Information* website. Should you have any questions, please don't hesitate to contact me or Andrea Sealy at Queen's extension 74063 or by e-mail at [andrea.sealy@queensu.ca](mailto:andrea.sealy@queensu.ca).

Yours truly,

A handwritten signature in black ink, appearing to read "C. Simpson". The signature is fluid and cursive, with the first letter "C" being particularly large and stylized.

Christopher S. Simpson, MD, FRCPC, FACC, FHRS, FCCS, FCAHS  
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Medical Director, Southeastern Ontario Academic Medical Organization

c.c. Administrative / Departmental Assistants  
C. Wighton, Staffing Assistant, Faculty of Health Sciences