

Department of Medicine Promotions, Reappointment and Tenure Application Checklist

- Up-to-date **Curriculum Vitae**
- Teaching Dossier**
- Sample Teaching Evaluations**
- List of potential referees** suggested by the department member.

Type of Application	Criteria for Referees' Letters
Renewal	Minimum of 3 letters (at least 1 external)
Promotion to Associate Professor and/or Tenure	Minimum of 4 letters (at least 3 external). Referees must hold the rank of Associate Professor, or higher
Promotion to Professor	Minimum of 5 letters (at least 4 external). Referees must hold the rank of Professor.

List of referees should specify whether External or Internal, and include rank, full address, phone, fax, and e-mail contact. Submit your list to the Chair of the Department of Medicine Reappointment, Promotions & Tenure Committee (c/o of the committee's administrative assistant) by August 1st. The Chair will directly solicit these individuals for an assessment letter. Do not solicit the referee letter yourself and the letter should not be addressed to you. You should not communicate with your potential referees about your application as it could raise suspicions about impartiality.

Ideally, the referee is an individual in the same field as the department member with a noted reputation and expertise, who will be able to provide an objective commentary based on the curriculum vitae, publications, and other information provided by the Department of Medicine.

You should not have a have a recent collaboration (i.e. within the last 5 years) with any of your referees. You should not have a personal relationship with a referee or a potential career advancement relationship. It is important that the candidate not contact potential referees directly, allowing the committee to do so.

Please note, internal referees to within Queen's University – members from the same division/unit cannot be referees.

The referee's letter must include a statement providing assurance of the arms-length nature of the referee and their qualifications. If the Department of Medicine Reappointment,

Promotions & Tenure Committee feels the content of the referee letter suggests a potential conflict of interest, the letter will be treated as a colleague letter and request will be made for a replacement letter if the minimum number of letters is not available.

List of Undergraduate / Postgraduate Students and Trainees'

Submit a minimum of 3 names. Students and/or trainees may be current or former.

The list should include rank, full address, phone, and e-mail contact. Submit your list to the Chair of the Department of Medicine Reappointment, Promotions & Tenure Committee (c/o of the committee's administrative assistant) by August 1st. The Chair will directly solicit these individuals for an assessment letter.

Summary of Contributions under titles of:

- Research
- Teaching and Education
- Professional Service
- Administrative Service

This narrative statement is your opportunity to highlight and explain the academic contributions throughout your career that you think are significant for the committees and individuals considering your application.

You should **state your role description** (i.e. Clinician Scholar, Clinician Scholar in Quality Improvement and Patient Safety (QIPS), Clinician Educator, and Clinician Scientist).

You should clearly describe your focus of excellence and scholarship (i.e. Research; Teaching and Education; Professional Service) if completely met under a single focus (or the foci which have been partially met, if applying under a combination of foci).

In the statement, for example, you may wish to:

- Highlight and give more detail on certain **items from your CV or teaching dossier**, explaining the impact (e.g., administrative leadership or educational initiatives which have enhanced teaching and/or research within your department). Please include your H-index if you are applying via the Research track.
- Describe **accomplishments that are not included in your CV or teaching dossier** and evaluate their impact (e.g., innovative

laboratory technique, attracting elective fellows to spend time learning with you, currently being written up for publication).

- Provide a perspective on **initiatives underway presently or in the near future** and results that you anticipate (e.g., future directions of research, enrolment in faculty development, future leadership role).

If applicable, mention any significant special circumstances which have arisen during your career that have affected your performance (e.g., periods of absence or reduced responsibility, unsuccessful research initiatives, geographic relocation).

Research Awards Data Summary Report (if applicable)

You should list and provide the value of all sources of funding since the last promotion, including peer-reviewed and industry grants and contracts, as well as paid fellowship, scientist and research chair awards on the **Research Awards Data Summary Report**. Your status on grants and contracts should be specified, such as Principal Investigator (PI), Co-Principal Investigator (Co-PI), Co-Investigator (Co-I) or Collaborator (COLL). This information should include your H-index, i10 and publication number, total citations and total accumulated grant dollars as PI.

Scholarly Work
Copies of the 5 most important scholarly works since your last promotion.

In addition, complete the **Summary of Referred Publications Table**.

Additional Relevant Material

The applicant can include other relevant material.