

Department of Medicine
Promotion to Associate Professor or Professor
Checklist

Up-to-date **Curriculum Vitae**

See Appendix 2 for recommended format.

Teaching Dossier with **Sample Teaching Evaluations**

List of potential referees suggested by the department member.

Type of Application	Criteria for Referees' Letters
Promotion to Associate Professor and/or Tenure	<ul style="list-style-type: none"> • Minimum of 4 letters (at least 3 external). • Referees must hold the rank of Associate Professor, or higher • Submit a minimum of 5-7 Referee Names
Promotion to Professor	<ul style="list-style-type: none"> • Minimum of 5 letters (at least 4 external). • Referees must hold the rank of Professor. • Submit a minimum of 6-8 Referee Names

Referee Criteria:

- Internal Referees cannot be within the same Division/Unit as the applicant, this includes applicants who are cross appointed
- Referees can request to be anonymous therefore, provide more referee names than the minimum requirement to ensure confidentiality
- Referees cannot be a member of the RTP committee or a previous department head
- For promotion only: Referees must hold the same rank or greater rank than your application
- Referees must be qualified with expertise in the applicant's discipline, they will be requested to objectively review the documents in your application with an un-biased evaluation
- Referees cannot be a student learner or resident

Arm's Length:

- Collaborated, published or shared funding with the applicant within the past 5 years, or have plans to do so in the immediate future
- Was the applicants supervisor or mentor in any capacity
- Is a relative or close friend, or have a personal relationship with the applicant

- Would be in a position to gain or lose financially/materially from the RTP decision
- Has had long-standing scholarly or personal relationship with the applicant
- Are members of the same academic unit/division, including anyone who is cross appointed

Referee assessments must be solicited by the RTP Committee, so please do not reach out to your referees requesting an assessment. The committee will reach out and share your application along with the evaluation criteria.

List of Undergraduate/Postgraduate Students and Trainees' Letters

Submit a minimum of 5 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.

Colleague Letters (optional)

The applicant may submit names of colleagues for additional letters to demonstrate promotion metrics (for example active or recent collaborators, letters from national and international leaders in the applicant's field of expertise).

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** shown below. 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** shown below.

Additional Relevant Material

The applicant can include other relevant material.