Promotion Dossier Requirements (to Associate Professor and Professor)
Departmental Promotions Committee (DPC) Review Checklist
updated Jan 5, 2021

Deadline: Friday, May 28, 2021
Submit documents to: Patricia Cayetano

1. Promotion Checklist

The checklist is to be submitted with your dossier.

- checklist

2. Cover Letter

Address the following points in your letter (~3-5 pages):

- reason for seeking promotion (e.g. excellence in research and competence in teaching),
- short narrative of your academic career history,
- for faculty with clinical duties, briefly describe your job description with percentage split between clinical and academic activities,
- brief summary of your accomplishments and its impact since your last promotion or since your appointment (please list your most significant accomplishments first):
  - research, if applicable
  - creative professional activity, if applicable
  - teaching
  - administrative service
- outline future direction.

- Write your letter so that a non-specialist in your field could understand.
- Promotion at the Associate Professor level must be supported by evidence of an impact (recognition) at the national level. Scholarship for promotion at the level of Full Professor must be supported by a distinguished international reputation.

3. Curriculum Vitae

- Use the Faculty of Medicine CV template
- Please review your CV and make sure that citations are complete.
4. **Most Significant Publications**

4.1 List of 5 most significant publications & including a short paragraph describing the significance and your contribution. These papers must be since your last promotion or since your appointment to LMP.

4.2 Copies of your 5 most significant publications.

5. **Research Documentation**

5.1 Research Statement and impact (as a pdf document), if applicable.

5.2 Your Personal Citation Report (use Web of Science or Scopus, access via UofT Library [https://gerstein.library.utoronto.ca/](https://gerstein.library.utoronto.ca/))

Attach Data Summary Sheets (use templates):

5.3 Data Summary Sheet, Research Awards, if applicable
5.4 Data Summary Sheet, Refereed Publications
5.5 Data Summary Sheet, Research Supervision, if applicable

6. **Creative Professional Activity Documentation, if applicable**

If this section applies to you, please read the LMP Promotions Task Force - CPA Report. It is important to write a compelling narrative to describe your activities.

6.1 **CPA Report**

- Your report must give the reader a clear and concise view of your accomplishments, the impact and the evidence of this impact. The report should:
  - Describe your key accomplishment(s) since your last promotion (describe each accomplishment separately). It may be necessary for you to provide some background for reviewers who are non-specialist in your field.
  - Describe clearly your role in this development.
  - Explain the level of impact or influence – local, national or international position, and affected stakeholders (clinicians, hospital staff, public.)
  - Include a brief description of how this accomplishment showed exemplary professional practice (e.g. was it adopted by other institutions, etc.)
  - Address the sustainability of the work. What is the vision for the future? Address funding sustainability, if applicable.
  - Include evidence/evidence of impact. For example, attach: letter(s) of support from other organizations who have adopted your initiatives, invitations to address major conferences, conference organization activities, peer-reviewed publications, website,
workshops, uptake of your program, new collaborations, etc. Editorials that illustrate international impact of publication, review articles referring to work, symposium presentation, samples of media reports and news clippings, membership in think-tank organizations.

- Note special awards and recognition received as a result of your work.

6.2 Attach supporting document for each CPA activity (i.e. for each CPA activity, collate supporting documents in 1 pdf.)

6.3 Note for Quality Improvement activities that have not been published, it is highly recommended that you submit a QI report, e.g. Standards for Quality Improvement Reporting Excellence template

7. Teaching and Education Documentation

7.1 Teaching and Education Report

- Your report must include:
  - a statement of your teaching philosophy, including an assessment of the impact of teaching activities.
  - Describe all activities related to the administration, organizational and developmental aspects of education. Describe the nature and extent of your involvement and level of responsibility, clearly indicating when you had a major responsibility for the design of a course.
  - Give a summary of your teaching goals within the next 5 years.

7.2 Data Summary Sheet, Teaching
7.3 Data Summary Sheet, Mentorship

7.4 Attach supporting documentation such as course and lecture outlines, letters of invitation to teach at other centres, etc. DO NOT attach copy of your slides.

7.5 Include teaching evaluation reports or assessments. For example, summaries of course assessments, per course, per year, results of peer assessments of teaching effectiveness, solicited and unsolicited testimonial letters from colleagues, letters from senior members of the Faculty who have made personal observations at national meetings, CE courses and/or seminars and symposia (if applicable).

8. Administrative Service Documentation

8.1 Write a brief outline of your service activities for the department, the Faculty of Medicine, the University, your discipline, and your professional community or other targeted communities.
8.2 Attach supporting documentation such as relevant documents that demonstrate the nature and impact of your service achievements.

9. Referee Lists

9.1 External Referees

- External to the University of Toronto and its affiliated hospitals.
- Only suggest arms-length referees. No former supervisors, collaborators (within the last 5 years) or students (e.g. CANNOT be co-authors or co-investigators/co-applicants on grants)
- Academic rank must be equal to or greater than the rank being sought for promotion.
- DO NOT submit more than 3 names.
- Ensure current contact information

9.2 Internal Referees (though no longer mandatory, candidates can submit possible internal referees.)

- Internal to the University of Toronto and its affiliated hospitals but NOT a faculty member of Laboratory Medicine & Pathobiology (No cross-appointed LMP faculty.)
- For a list of LMP appointed faculty, click here.
- No former supervisors, collaborators (within the last 5 years) or students (i.e. cannot be co-authors or co-investigators/ co-applicants on grants.)
- Academic rank must be equal to or greater than the rank being sought for promotion.
- Ensure current contact information

9.3 Colleague Referees

- Colleague referees should be able to understand your scholarly contributions and its impact in the field.
- It can be a current or previous collaborator (i.e. co-author on papers or co-PI/ co-applicants on grants.)
- Colleague referees can be (1) LMP faculty, (2) affiliated with UofT or (3) external to UofT.
- Ensure current contact information
- Preferred if academic rank is equal to or greater than the rank being sought for promotion

9.4 Student Referees

- It can be current or former student.
- Ensure current contact information

The Chair will seek assessments from other departments at the University of Toronto where the candidate holds cross-appointments, as well as other external and possibly internal referees. Internal
referees will be sought beyond the candidate's local institution and will not necessarily be those named by the candidate.

10. Sample Promotion Dossiers

Sample promotion dossiers are available to be reviewed in the LMP Office. Please contact the LMP HR Office to set up a time.

11. Questions

Please contact Patricia Cayetano (phone: 416-978-8757) for questions about the required documentation.