

**Senior Promotion Timeline 2019-2020**

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

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| **January to March 31**  **2019** | **Schedule a meeting with:**   1. Your **Chief or DFCM Division Head** (i.e. Palliative Care, Emergency Medicine) to discuss readiness for promotion – **this is mandatory**. 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: [dfcm.chairsoffice@utoronto.ca](mailto:dfcm.chairsoffice@utoronto.ca) |
| **January to March 31**  **2019** | Candidates are required to submit to the Chair’s Office **one week** prior to the meeting date the following documents:   1. *Curriculum Vitae* |
| **Friday March 8**  **2019** | **Important**  **To Attend**  **Senior Promotion Workshop #1**   * DFCM • Room 365 • 2:30 – 3;30 * This workshop provides an in depth review of the   criteria, steps, process, as well as parts of the senior  promotion application dossier   * An overview of the pre-application |
| **MONDAY APRIL 15**  **2019** | **Pre-Application Package Due Date**  Candidates are required to submit a Senior Promotion Pre-Application package to the Department of Family and Community Medicine (DFCM) Departmental Senior Promotions Committee (DPC) in order to obtain feedback regarding **readiness for promotion**.  Submit a Senior Promotion Pre-application Package (one PDF document) to:  **Marie Leverman** E: [marie.leverman@utoronto.ca](mailto:marie.leverman@utoronto.ca)  Please visit our website to receive an electronic copy (Word) of the application: <http://www.dfcm.utoronto.ca/senior-promotion> |
| **May**  **2019** | **Senior Promotion Committee Meeting # 1**  Following review of the pre-application by the Committee, a formal letter will be sent to the candidate (in mid-May) providing (1) their recommendation along with feedback specific to the application and academic activities and (2) an assigned mentor/consultant (DFCM faculty member). |
| **May/June**  **2019** | **Meet with Marie Leverman**  Candidates that are supported to “move forward” with a senior promotion, are invited to meet with Marie Leverman to review the Senior Promotion Application Dossier. A library of successful dossiers are available to review. |
| **Tuesday May 28**  **2019** | **Senior Promotion Workshop #3**  **Important**  **To Attend**  This workshop is ONLY for candidates that have  been supported to go forward for a senior promotion.   * DFCM • Room 301 • 2:00 – 5:00 pm * Candidates are given a USB key to upload their dossier * This workshop provides a review of the final documents in the senior promotion application dossier as well as a review of the letter of application and reflective statement |
| **July**  **2019** | **Optional Review – open to candidates!**  **Date and Time TBC**  Open to all candidates that are going forward in the senior promotion process in the current year. Candidates may meet with their assigned advisor/mentors of the Senior Promotions Committee to review and discuss their dossier. |
| **The week of**  **September 3 - 6**  **2019** | **Senior Promotion Application Dossier Due Date!**  Schedule a meeting with Marie!  Candidates are required to submit their Senior  Promotion Application Dossier (USB KEY) during the week  of September 3 – 6.  The administrative process of preparing  the dossier (electronically) begins in the DFCM. |
| **September**  **2019** | **Senior Promotion Committee Meeting # 2**  DFCM Departmental Promotions Committee (DPC) meets to review the application dossiers and identifies additional internal, external and student referees for each candidate. The Chair ensures that referees have no direct relationship with the candidate. The process of soliciting internal/external/student referees begins. |
| **October**  **2019** | 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. |
| **December**  **2019** | **Senior Promotion Committee Meeting # 3**  DFCM Departmental Promotion Committee (DPC) meets to review the final promotion dossier and makes the final recommendation on each candidate. |
| **December**  **2019** | Successful candidates are informed that their promotion dossier will be submitted to the Decanal Promotions Committee (DecPC).  The Chair informs candidates **not** recommended for promotion in writing. |
| **December 2019** | The Chair prepares a letter of recommendation (for each candidate) to the Dean providing details on the basis of his/her recommendation. |
| **January**  **2020** | **Submission of promotion dossiers to the Decanal Promotions Committee**  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! |
| **February/March**  **2020** | **The Decanal Promotions Committee (DecPC) Review Process**  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. |
| **April**  **2020** | **Provostial Review**  The Dean makes recommendations for promotion to the Provost:   * Chairs are notified of successful/unsuccessful candidates * Successful/unsuccessful candidates are notified by the Chair |
| **July 1 – 2020** | **Date effective.** |