

**Senior Promotion Timeline 2017-2018**

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

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| **January to March 31**  **2017** | **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. Contact Daniella Marchione, Executive Assistant to the Chair, to arrange for a meeting with the Chair of the DFCM Department Promotions Committee (DPC)   T: 416-978-6473 • E: [dfcm.chairsoffice@utoronto.ca](mailto:dfcm.chairsoffice@utoronto.ca) |
| **January to March 31**  **2017** | Candidates are required to submit to the Chair’s Office **one week** prior to the meeting date the following documents:  **Submit via email to the Chair’s office.**   1. *Curriculum Vitae* 2. *A list of your areas of excellence/competence in:*    1. *Research*    2. *Teaching and Education*    3. *Creative Professional Activity*    4. *Administrative Services* 3. *A list of your top 5 publications or scholarly work that support your identified strengths* |
| **Friday January 27**  **2017** | **Senior Promotion Information Session**  **(Assistant Professor to Associate Professor and Associate Professor to full Professor)**   * DFCM Room 303 • 2:30 – 4:00 pm * A general overview of the criteria, steps, and timeline will be presented * Registration is requested |
| **Wednesday February 8 2017** | **Important**  **To Attend**  **Senior Promotion Workshop #1**   * DFCM • Room 303 • 3:00 – 5:00 pm * This workshop provides an in depth review of the   criteria, steps, process, as well as parts of the senior  promotion application dossier   * Each participant will leave with a senior promotion application dossier * A library of successful dossiers is available to review |
| **Tuesday March 7**  **2017** | **Senior Promotion Workshop #2**   * DFCM • Room 365 • 3:00 – 5:00 pm * This workshop provides a more detailed look at identifying areas of excellence and competence in each of the four categories * Candidates will have met with their Chief and the DPC Chair by March 31 |
| **MONDAY APRIL 3**  **2017** | **Pre-Application Package Due Date**  Candidates are required to submit a Senior Promotion Pre-application Package (one PDF document) to **Marie Leverman** E: [marie.leverman@utoronto.ca](mailto:marie.leverman@utoronto.ca)  Please see the pre-application package provided in this binder or visit our website to receive an electronic copy: <http://www.dfcm.utoronto.ca/senior-promotion> |
| **April**  **2017** | **Senior Promotion Committee Meeting # 1**  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**.  Following review of the pre-application by the Committee, a formal letter will be sent to the candidate (in early 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**  **2017** | **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 is available to review. |
| **Tuesday May 23**  **2017** | **Senior Promotion Workshop #3**  **Important**  **To Attend**  This workshop is primarily for candidates that have  been supported to go forward for a senior promotion.   * DFCM • Room TBC • 2:30 – 5:00 pm * 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** | **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 members of the Senior Promotions Committee to review and discuss their dossier. |
| **The week of**  **September 5 - 8**  **2017** | **Senior Promotion Application Dossier Due Date!**  Schedule a meeting with Marie!  Candidates are required to submit their Senior  Promotion Application Dossier during the week  of September 5 – 8. The administrative process of preparing  the dossier (electronically) begins. |
| **September**  **2017** | **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**  **2017** | 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. |
| **November**  **2017** | **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**  **2017** | 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**  **2017** | The Chair prepares a letter of recommendation (for each candidate) to the Dean providing details on the basis of his/her recommendation. |
| **January**  **2018** | **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**  **2018** | **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**  **2018** | **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 - 2018** | **Approved promotions are effective!** |