There is one slide in this format - the official slide deck that the DFCM uses (which is mandatory for presentation) is the one we have. Danielle used this slide as an opening slide to her workshop but then followed with the DFCM slide deck.

So I think we should delete it. ML
dfcm promotion, 2024-03-06T16:14:26.913

I don’t really understand what you’re saying. I went through the slide deck with the many pictures, chose one that spoke to me and added the words. The conversation at FDC was to use the deck for branding but there were no other instructions. I’ll check with Allyson
Debbie Elman, 2024-03-09T19:40:18.746

I checked with Allyson and she said to choose whichever image we wanted and that will be our for junior promotion moving forward. I’m open to a different image if you think there’s one that’s better
Debbie Elman, 2024-03-09T20:20:24.550

This one is good go to. ML.
dfcm promotion, 2024-03-11T01:23:13.984
HOW DO I BECOME AN ASSISTANT PROFESSOR?

JUNIOR PROMOTION INFORMATION SESSION
April 4, 2024

Workshop Leads:

Dr. Debbie Elman, DFCM Faculty Appointments and Junior Promotions Lead
Marie Leverman, DFCM Academic Promotions Coordinator
Do you do land acknowledgement prior to your sessions?
https://indigenous.utoronto.ca/about/land-acknowledgement/ PC

dp0 0 Would you like to include this? ML
dfcm promotion, 2024-03-05T20:51:26.347

DE0 1 Land acknowledgement is a good idea. The link doesn't seem to be working for me. Can you please plunk it in?
Debbie Elman, 2024-03-09T19:43:01.511
Land Acknowledge Statement

Acknowledging the land is an Indigenous protocol used to express gratitude to those who reside here, and to honour the Indigenous people who have lived and worked on this land historically and presently.

WE WISH TO ACKNOWLEDGE THIS LAND ON WHICH THE UNIVERSITY OF TORONTO OPERATES. FOR THOUSANDS OF YEARS IT HAS BEEN THE TRADITIONAL LAND OF THE HURON-WENDAT, THE SENACA AND THE MISSISSAUGAS OF THE CREDIT.

TODAY, THIS MEETING PLACE IS STILL THE HOME OF MANY INDIGENOUS PEOPLE FROM ACROSS TURTLE ISLAND AND WE ARE GRATEFUL TO HAVE THE OPPORTUNITY TO WORK ON THIS LAND.
All conversations are considered **highly confidential**.

This is to protect our faculty, their work.

To protect the integrity of the process.
WORKSHOP AGENDA

Marie Leverman

WELCOME
Goals of the Workshop

OVERVIEW
What is a junior promotion in the Temerty Faculty of Medicine

STEPS
How to get started

CRITERIA
Outlining the criteria and documents required

Q&A
Question & answer periods will be available throughout the presentation 👋
Take home message
GOALS OF THE WORKSHOP

Marie Leverman

1. To help you understand what a junior promotion is

2. To help you look at the work you’re engaged in and how it applies to the criteria

3. To review the documents and help you assemble a successful dossier
Can we change the picture rather than using the same one twice in a row?

Debbie Elman, 2024-03-09T20:25:25.149

dp0 0  Yes - good idea. Done. ML
dfcm promotion, 2024-03-11T01:45:00.472
WHAT IS A JUNIOR PROMOTION?

Dr Elman

In the Faculty of Medicine, a **JUNIOR PROMOTION** refers to promotion from the academic rank of Lecturer to Assistant Professor (for clinical MD faculty).

Successful candidates for promotion will be expected to demonstrate **sustained contributions to the academic mission**.

Candidates must show evidence of local academic impact.

Candidates must be an effective teacher, regardless of which platform they are moving forward on.

The process towards a successful promotion involves approval by the Departmental Appointments Committee (DAC), the Faculty Appointments Advisory Committee (FAAC - for full-time appointees), and the Dean's Office.
WHY APPLY FOR A JUNIOR PROMOTION?

Dr Elman

This is the University’s way of recognizing your outstanding academic accomplishments.

To reflect on and deepen your understanding of your own work and career.

To help you define your career path and academic focus for future promotions.

To become a leader in your field.

To apply for roles and positions that require a higher rank.

To further the discipline of family medicine.

Making your family proud!
A ZOOM POLL #1

We would like to ask a few questions.

Please wait a moment while we bring up the zoom pool.
STEPS & PROCESS

Marie Leverman
**STEPS IN THE JUNIOR PROMOTION PROCESS**

**PRE-APPLICATION**
- Meet with your Chief and/or FD Lead
- Connect with your site/division administrator
- Prepare your documents (i.e. CV and Teaching Dossier)
- Collect documentation

**APPLICATION**
Your Site/Division Administrator will:
- Solicit internal reference letters
- Collect your documents and a support letter from your Chief
- Submit the application to the DFCM via online application form

**APPROVAL**
- Dossier is reviewed and “supported” by DAC
- Submitted to HR for their review and “approval”
- Once approved by the Dean, the DFCM is notified by HR
- Promoted faculty are invited to an annual DFCM reception event
Add another bullet point - FAAC recommendation is forwarded to the Dean. PC

I updated the slide. ML

In the Approval box, it says that FT promotions are reviewed by FAAC. Can we clarify the process that promotions that are NOT FT? Also can we remove the last bullet point about the email? It feels very anti-clamactic. Like I’ve done all this work, the dossier has gone to all these different people and all I get at the end is an email.

Yes - I cleaned this part up - kept the basic points - I use the words "supported" and "approved" in my communication to the sites. I think this reads better now. ML
WHAT IS DAC?

The DAC is our Department Appointments Committee. It has the principal job of **reviewing new appointments & junior promotion dossiers**.

DAC acts as an advisor to our DFCM Chair. Once DAC supports the application, it is sent to HR for the Dean’s Approval.

The DAC meets on a monthly basis from September – June. Junior promotions may be submitted and reviewed at any point during that time.
DISCUSSION POINTS WITH YOUR CHIEF OR FD LEAD

• Determine that you meet the CRITERIA and have enough material and/or teaching scores
• Review the required docs and who will be completing what
• Choose internal referees
• Discuss what aspects of your academic work you’re most proud of
• Review your CV

DISCUSSION POINTS WITH YOUR SITE OR PROGRAM ADMINISTRATOR

• Review the online application form
• Identify what they can assist with
• Set a target date for completion
• Soliciting internal reference letters
• Submitting the final application to the DFCM
• Viewing sample copies of successful applications
Criteria for a junior promotion

Dr Elman
Candidates must go forward on **one** of the following:

- **SUSTAINED COMMITMENT**
- **ADVANCED DEGREE**
To create a stunning presentation, it's best to simplify your thoughts.

**CRITERIA #1: SUSTAINED COMMITMENT**

- A continuous commitment since appointment
- Demonstrated evidence of academic impact/leadership/scholarship within the DFCM
- A dedication and responsibility to your discipline

There is no “set” timeline of eligibility, but generally the DFCM expects:

- Full time faculty (>80%) – at least 3 years of appointment
- Part time faculty (20-80%) – closer to 5 years of appointment
- Adjunct faculty (<20%) – closer to 7 or more years of appointment

Keep in mind: this varies for each individual based on their time commitment, academic productivity, and competing responsibilities.
No need to change slides but a friendly reminder that FAAC guidelines only states at least 3 years. Doesn’t distinguish between FT/PT/Adj Clin. You might want to highlight in your presentation ‘departmental norms are...’

Updated the slide to say “DFCM expects”

I wanted to doublecheck the FAAC rules because we have moved people forward at less than 3 years. The TFOM website says “There is no set timeline, but generally, for the criterion of sustained contribution to the academic mission, the application should demonstrate sustained contributions and scholarship in the Temerty Faculty of Medicine for at least three years. For those who are FTE, the duration would be pro-rated accordingly.” So it seems we’re doing it right

I made no changes to the this slide.
CRITERIA #1: SUSTAINED COMMITMENT
CATEGORIES

Candidates going forward for promotion on the basis of **sustained effectiveness** must choose ONE (or more) category:

1. TEACHING EFFECTIVENESS (most common)
2. Educational or Curriculum Development + teaching
3. Creative Professional Activity (CPA) + teaching
4. Research + teaching
To create a stunning presentation, it's best to simplify your thoughts.

CRITERIA #1: SUSTAINED COMMITMENT EXAMPLES

TEACHING EFFECTIVENESS
- Clinical teaching
- Lectures, seminars
- Small groups - supervision

EDUCATION OR CURRICULUM DEVELOPMENT
- Planning a new curriculum or education production
- Educational innovation or new educational materials
- Education scholarship

CPA
- Contributions to the development of professional practices, e.g., guidelines, health policy development, regulatory committees and setting standards
- Exemplary professional practice, e.g., teaching techniques, educational innovations, curriculum development, models of care innovations
- Professional innovation and creative excellence, e.g., patient videos, curriculum innovations, and communications media
- QI-related

RESEARCH
- Productivity in research/research-related activities
- Publications
- Demonstrating that research has led to a significant source of new information in the field
Does your faculty have more of these CPA subcategory (i.e. in the sr promo - they seems to develop youtube videos/ blogs/ podcast etc If so, I would list this first so that they can relate right away.

dp0 0 Confirm with DE. We can add in the comments during the presentation.
ML
dfcm promotion, 2024-03-05T20:36:54.797

dp0 1 I agree.
Debbie Elman, 2024-03-09T20:12:49.129

dp0 2 No change to the slide. ML
dfcm promotion, 2024-03-11T01:57:59.483
To create a stunning presentation, it's best to simplify your thoughts.

**CRITERIA #2: ADVANCED DEGREE**

Faculty may apply for a junior promotion based on advanced degree AT ANY TIME if they have successfully completed:

### #1 MASTER’S DEGREE
- Completion of a graduate program (such as master’s degree or PhD) **POST MD**
- The graduate program must be related to your current field of work

### #2 PUBLICATIONS
- AT LEAST 1-2 first author peer-reviewed publications in well-regarded journals.
- The publications should be recent (within 3 years) in well-regarded journals
Pause for questions and chat messages.
A ZOOM POLL #2

We would like to ask question.

Please wait a moment while we bring up the zoom pool.
## WHAT DOCUMENTS ARE REQUIRED in an application?

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online application form (at time of submission)</td>
<td>Hospital admin</td>
</tr>
<tr>
<td>Chief’s letter of support</td>
<td>Chief</td>
</tr>
<tr>
<td>CV</td>
<td>Faculty</td>
</tr>
<tr>
<td>Academic position description</td>
<td>Faculty + Chief</td>
</tr>
<tr>
<td>Time commitment form (only for full time)</td>
<td>Faculty + Chief</td>
</tr>
<tr>
<td>2-3 internal reference letters</td>
<td>Hospital admin</td>
</tr>
<tr>
<td>Teaching philosophy statement</td>
<td>Faculty</td>
</tr>
<tr>
<td>Teaching dossier</td>
<td>Faculty</td>
</tr>
<tr>
<td>Teaching data summary table</td>
<td>Faculty</td>
</tr>
<tr>
<td>Teaching evaluations</td>
<td>Faculty + hospital admin</td>
</tr>
<tr>
<td>Professional development plan</td>
<td>Faculty + FD lead</td>
</tr>
<tr>
<td>Profile form</td>
<td>Faculty or hospital admin</td>
</tr>
</tbody>
</table>

*Plus, if applicable:*

14 Research statement & dossier **OR** CPA statement & dossier | Faculty
#1 Follow the template

- List data clearly, in reverse chronological order
- List your appointment and rank history at UofT
- Cite your publications properly and bold your name in the categories of local, provincial, national, international
- Include your role
- Label activities carefully as peer-reviewed vs. non-peer-reviewed (e.g., invited editorials, commissioned essays, letters to the editor)
- List invited lectures separately from presentations that you submitted and were accepted (i.e., conferences)

The university requires a very specific format for your CV.

Please visit the DFCM website to download a blank format: 
https://www.dfcm.utoronto.ca/junior-promotion
Complete citations (include your role).
You might as well get them started in labelling them regionally (local, provincial, national, international). PC

dfcm promotion, 2024-03-05T20:38:28.181

Updated slide. ML
dfcm promotion, 2024-03-05T21:02:43.971

If they follow the trample then that will automatically happen. That’s the way the template is laid out. But I’ll make sure to emphasize it
Debbie Elman, 2024-03-09T20:18:24.549

No change to the slide. ML
dfcm promotion, 2024-03-11T01:58:39.344
CV TIPS

- List data clearly, in reverse chronological order
- List your appointment and rank history at UofT
- Cite your publications properly and bold your name
- Pay close attention to headings in the CV format (peer reviewed vs non peer reviewed, Invited lecture vs accepted presentations)

The university requires a very specific format for your CV.

- Please visit the DFCM website to download a blank format: [https://www.dfcm.utoronto.ca/junior-promotion](https://www.dfcm.utoronto.ca/junior-promotion)
- Follow the template

Update your CV on a regular basis – monthly, quarterly, annually.
Develop a teaching philosophy:
- 1-2 page narrative: what is your identity and how have you developed as a teacher?

Your statement of teaching philosophy can:
- Clarify what you believe good teaching to be
- Explain what you hope to achieve in teaching
- Contextualize your teaching strategies and other evidence of teaching effectiveness
- Provide an opportunity for reflection on and the development of your own teaching

The DFCM has provided a template that is recommended by the Temerty Faculty of Medicine:
- Please visit the DFCM website to download a teaching philosophy statement example: https://www.dfcm.utoronto.ca/junior-promotion
A portfolio of documents that paint a picture of your strengths and accomplishments as a teacher. It provides evidence of our teaching and accomplishments.

☑ If you are applying based on teaching effectiveness, the dossier must be robust with good scores
☑ If you are NOT applying based on teaching, you still need to demonstrate teaching competency
☑ Start early and save everything – TES, other forms of learner feedback, student comments, etc.
☑ Ensure you have been/will be receiving evaluations in POWER/MEdSIS, LACT, etc. Can you log in?
☑ Take advantage of professional development opportunities and document them

The DFCM has provided a template that is recommended by the Temerty Faculty of Medicine:

- Please visit the DFCM website to download a document on teaching and education dossier tips: https://www.dfcm.utoronto.ca/junior-promotion
1. Multiple TES? Include a summary table;
2. Support your summary with excerpt comments and explain impact of her teaching
3. FAAC would like to see TES with comparative data - such that they can assess the candidate and how good they are compared to their peers. PC

Review with DE. ML
I don’t think we need to change the slide. We had a TES table in the application pkg.

I agree that I don’t want to change this slide. The summary table is one of the things I want to tackle one day but I’m focusing on appointments before I move on to promotion.

No change to the slide. ML.
If you do include supporting documents, please curate well.

Pick only 1-3 items and choose only the **best of the best!**

**Examples:**
- An important publication
- Thank you letters from learners
- A major piece of media coverage

**Dossiers should not be longer than 70 pages total**

**What not to include:**
- Powerpoint slides
- Copies of certificates
- Letters of award congratulations
- Blank pages
- Photographs
- Personal thank you cards
- Confidential emails from patients
This actually includes the Chair's letter so you might want to make this 70 pages.
Pause for questions and chat messages.
HOW DO I KNOW I’M READY?

Dr Elman

Meet the appointment timeline (if applying under sustained commitment)

Teaching:
- Have a good assortment of evaluations over the course of your appointment.
- Have at or above average scores
- Other teaching and education achievements are also taken into account: i.e. awards

Education/Curriculum Development, Research, or CPA:
- Must be able to demonstrate a record of scholarly achievement at the local/regional level

Advanced degree:
- Eligible anytime you have advanced degree achieved after your MD + at least 1-2 first author peer reviewed pubs
TAKE HOME MESSAGE

Meet with:
• Your Chief
• Your FD Lead
• Think about working with a peer or mentor to work on your dossier and set goals

Get started:
✓ Update your CV
✓ Update your Teaching Dossier
✓ Visit our website for templates & forms
✓ Collect your TES
✓ Organize your work and start an electronic filing system for yourself
Promotion Club

Why create a club?

- Cultivates a community of faculty who share your goal to apply for a junior promotion
- Meet with other faculty who want to pursue the same goal
- Receive support for your colleagues
- Share tips
- Set target dates and timelines
- Proven to be successful with other sites
- Share your academic pursuits and identify goals

Dr Elman
**COMMON FAQ**

*Dr Elman*

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**Where do I get my TES?**
Contact your Chief, admin, or education office. **You should also have access to download scores from POWER and MEDSIS.**

**Can I apply for promotion even if I’ve only had a few learners?**
Yes! Many faculty don’t teach on a full-time basis. As long as the teaching took place over a sustained period/number of years and you have enough good scores and comments to demonstrate your teaching effectiveness.

**What about missing or low TES?**
Missing TES should be explained in the dossier (i.e. leaves of absence, courses that didn’t have enough evals to generate a score, etc.). Low TES can be OK if it’s a one-off and compensated with a history of good scores. Present what did you do to improve teaching skills. Did you change your approach? Take courses, etc.

**When should I submit my application?**
Anytime during the academic year (DAC does not review during the summer). Sept/June are peak months and therefore review might be slower than usual.
For multiple TES, address trends (e.g. if you have low scores at the beginning of your career) or negative comments – what did you do to improve teaching skills? Did you change your approach? Take courses, etc. PC
The DFCM is pleased to provide FOUR VIDEOS interviewing DFCM faculty on junior promotions:

TOPICS:

1. Junior Promotion – what has this meant to you?
2. Junior Promotion – who has helped you?
3. Junior Promotion – do you have any advice for others?
4. How to make junior promotions easier

Please watch via our website: https://www.dfcm.utoronto.ca/junior-promotion
Pause for questions and chat messages.
A ZOOM POLL #3

We would like to ask a few questions to evaluate the information session.

Please wait a moment while we bring up the zoom pool.
FEEDBACK SURVEY

A feedback survey will be sent out to all attendees shortly via email.

*Please tell us how we did!*

*Thank you for attending the workshop.*