

**Senior Promotion Pre-Application Package**

**Due Date: April 30, 2021**

**Introduction**

Candidates in the DFCM are required to submit a Senior Promotion Pre-Application to the Department Promotions Committee (DPC) in order to obtain feedback from committee regarding **readiness for promotion.**

By now you will have:

1. **Read** the [July 2020 Manual for Academic Promotion](https://www.dfcm.utoronto.ca/sites/default/files/manual_for_academic_promotion_to_associate_professor_and_professor_july_2020.pdf)
2. Met with your respective **Chief** or approved DFCM Program Director
   * This meeting is **mandatory** and should occur PRIOR to meeting with Dr White
   * The main purpose is to discuss your readiness for promotion
3. Met with **Dr. David White** (DFCM Department Promotions Committee Chair)
   * This meeting is **mandatory** and should occur between January – March (prior to submitting a pre-application)

**Submission Instructions**

Included below are the required documents for submitting a senior promotion pre-application. Applications should be submitted electronically to [dfcm.promotion@utoronto.ca](mailto:dfcm.promotion@utoronto.ca). Please review the checklist below and ensure all the items are included when you submit.

Submit the completed pre-application electronically (**in order as below**)

in a **SINGLE (1) PDF file.**

1. **Application Form**
2. **Identified areas of excellence or competence (4)**
3. **Identified scholarly pieces of work (5)**
4. **Curriculum Vitae**
5. **Teaching Dossier**
6. **Teaching data summary report**

Following review of the pre-application by the Department Promotions Committee (DPC), a formal letter will be sent to the candidate providing the Committee’s recommendations along with feedback specific to the application and academic activities.

**DFCM Contact: Sarah Letovsky, Academic Promotions Coordinator**

Department of Family and Community Medicine

Temerty Faculty of Medicine | University of Toronto

E-mail: [dfcm.promotion@utoronto.ca](mailto:dfcm.promotion@utoronto.ca)



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| **DFCM 2021-2022 Senior Promotion**  **APPLICATION FORM** |
| **Due date: April 30, 2021** |

**Please complete the following information IN FULL:**

|  |  |
| --- | --- |
| **APPLICANT DETAILS** | |
| **FIRST Name:** | **LAST Name:** |
| **REQUESTED RANK:** 🔿 Associate Professor 🔿 Professor | |

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| --- | --- | --- |
|  | **BUSINESS** | **HOME** |
| Address 1 |  |  |
| Address 2 |  |  |
| City, Province |  |  |
| Postal Code |  |  |
| Telephone/Cell |  |  |
| Fax |  |  |
| **Primary Email:** |  | |

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| **CHIEF/DIVISION HEAD INFORMATION** | |
| **Hospital Site:** | **Division (if appl.):** |
| **Chief/Division Head:** | **Chief/Division Head Phone #:** |
| **Chief/Division Head email:** | |
| **APPOINTMENT AND RANK HISTORY** | |
| **Current Rank in the DFCM:** |  |
| Date Appointed: | (day, month, year) |
| Please check off: | 🔿 Full Time 🔿 Part Time 🔿 Adjunct 🔿 S/O |
| **Previous Rank in the DFCM:** |  |
| Date Appointed: | (day, month, year) |
| Please check off: | 🔿 Full Time 🔿 Part Time 🔿 Adjunct 🔿 S/O |
| **Do you have a cross appointment**? | 🔿 Yes 🔿 No |
| Cross appointment department: |  |

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| **CONFIRMATION OF MEETINGS** | |
| 🔿 Yes, I have met with my respective Chief/Division Head on this date 🡪 | (day, month, year) |
| 🔿 Yes, I have met with Dr David White, (DPC Chair) on this date 🡪 | (day, month, year) |

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| **NAME:** |

**Research**

*Reference Section 3.1, page 14 in the Manual for Academic Promotion*

**AREAS OF EXCELLENCE OR COMPETENCE**

|  |  |
| --- | --- |
| **Please select 🡺** | 🔾 Excellence 🔾 Competence |
| **Description:** |  |
| **My Role:** |  |
| **Provide a summary of the evidence:**  **IMPACT**  **IMPORTANCE**  **INNOVATION** |  |
|  |  |
| **Please be specific in the geographic scope of impact:** | |
| **Local:** |  |
| **Provincial/Regional:** |  |
| **National:** |  |
| **International:** |  |

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| **NAME:** |

**Creative Professional Activity**

*Reference Section 3.2, page 20 in the Manual for Academic Promotion*

**AREAS OF EXCELLENCE OR COMPETENCE**

|  |  |
| --- | --- |
| **Please select 🡺** | 🔾 Excellence 🔾 Competence |
| **Description:** |  |
| **My Role:** |  |
| **Provide a summary of the evidence:**  **IMPACT**  **IMPORTANCE**  **INNOVATION** |  |
|  |  |
| **Please be specific in the geographic scope of impact:** | |
| **Local:** |  |
| **Provincial/Regional:** |  |
| **National:** |  |
| **International:** |  |

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| **NAME:** |

**Teaching and Education**

*Reference Section 3.3, page 26 in the Manual for Academic Promotion*

**AREAS OF EXCELLENCE OR COMPETENCE**

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| **Please select 🡺** | 🔾 Excellence 🔾 Competence |
| **Description:** |  |
| **My Role:** |  |
| **Provide a summary of the evidence:**  **IMPACT**  **IMPORTANCE**  **INNOVATION** |  |
|  |  |
| **Please be specific in the geographic scope of impact:** | |
| **Local:** |  |
| **Provincial/Regional:** |  |
| **National:** |  |
| **International:** |  |

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| **NAME:** |

**Administrative Service to the University of Toronto**

*Reference Section 3.4, page 40 in the Manual for Academic Promotion*

**AREAS OF EXCELLENCE OR COMPETENCE**

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| **Statement:** | * *Please provide a brief outline of your service activities* * *Use of bullet points is encouraged* * *Comment on how your contributions have affected your department, the Faculty of Medicine, the University of Toronto, your discipline, the professional community or other targeted communities* * *Please be specific in the geographic scope of impact, i.e., local, provincial, national, international* |
|  |  |
| [write statement here] | |

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| **NAME:** |

**SCHOLARLY WORK #1**

|  |  |
| --- | --- |
| **Please classify:** | ⭘ Publication ⭘ Scholarly Work |
| **Description:** |  |
| **My Role:** |  |
| **If a publication, indicate your level of contribution:** | ⭘ Senior responsible author  ⭘ Principal author  ⭘ Co-principal author  ⭘ Collaborator |
| **Significance of work:**  **IMPACT**  **IMPORTANCE**  **INNOVATION** |  |
|  |  |
| **Please be specific in the geographic scope of impact:** | |
| **Local:** |  |
| **Provincial/Regional:** |  |
| **National:** |  |
| **International:** |  |

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| **NAME:** |

**SCHOLARLY WORK #2**

|  |  |
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| **Please classify:** | ⭘ Publication ⭘ Scholarly Work |
| **Description:** |  |
| **My Role:** |  |
| **If a publication, indicate your level of contribution:** | ⭘ Senior responsible author  ⭘ Principal author  ⭘ Co-principal author  ⭘ Collaborator |
| **Significance of work:**  **IMPACT**  **IMPORTANCE**  **INNOVATION** |  |
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| **Please be specific in the geographic scope of impact:** | |
| **Local:** |  |
| **Provincial/Regional:** |  |
| **National:** |  |
| **International:** |  |

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| **NAME:** |

**SCHOLARLY WORK #3**

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| **Please classify:** | ⭘ Publication ⭘ Scholarly Work |
| **Description:** |  |
| **My Role:** |  |
| **If a publication, indicate your level of contribution:** | ⭘ Senior responsible author  ⭘ Principal author  ⭘ Co-principal author  ⭘ Collaborator |
| **Significance of work:**  **IMPACT**  **IMPORTANCE**  **INNOVATION** |  |
|  |  |
| **Please be specific in the geographic scope of impact:** | |
| **Local:** |  |
| **Provincial/Regional:** |  |
| **National:** |  |
| **International:** |  |

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| **NAME:** |

**SCHOLARLY WORK #4**

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| **Please classify:** | ⭘ Publication ⭘ Scholarly Work |
| **Description:** |  |
| **My Role:** |  |
| **If a publication, indicate your level of contribution:** | ⭘ Senior responsible author  ⭘ Principal author  ⭘ Co-principal author  ⭘ Collaborator |
| **Significance of work:**  **IMPACT**  **IMPORTANCE**  **INNOVATION** |  |
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| **Please be specific in the geographic scope of impact:** | |
| **Local:** |  |
| **Provincial/Regional:** |  |
| **National:** |  |
| **International:** |  |

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| **NAME:** |

**SCHOLARLY WORK #5**

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| **Please classify:** | ⭘ Publication ⭘ Scholarly Work |
| **Description:** |  |
| **My Role:** |  |
| **If a publication, indicate your level of contribution:** | ⭘ Senior responsible author  ⭘ Principal author  ⭘ Co-principal author  ⭘ Collaborator |
| **Significance of work:**  **IMPACT**  **IMPORTANCE**  **INNOVATION** |  |
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| **Please be specific in the geographic scope of impact:** | |
| **Local:** |  |
| **Provincial/Regional:** |  |
| **National:** |  |
| **International:** |  |

**Curriculum Vitae**

*It is the responsibility of the candidate to prepare her /his curriculum vitae in accordance with University Policy (Manual of Staff Policies Academic Librarian, Number 3.01.05, paragraph 16). The organization of the curriculum vitae should be as noted below.*

**Date of Preparation:**

1. **Biographical Information:**

**Education:**

Degree /year /institution/specialty

Postgraduate, Research and Specialty Training

Qualifications, Certifications and Licenses

**Employment:**

List ranks and year appointed; all cross-appointments and number of years in each appointment; date of award of tenure (if applicable); all research and teaching appointments held and other relevant experiences giving dates and institutions.

Current Appointments

Previous Appointments

**Honours and Career Awards:**

* Distinctions and Research Awards
* Teaching Awards
* Student/Trainee Awards

**Professional Affiliations and Activities:**

* Professional Associations
* Administrative Activities
* Peer Review Activities
* Other Research and Professional Activities

1. **Academic Profile**
2. Research Statement
3. Teaching Philosophy
4. Creative Professional Activities Statement

***Note – Academic Profile:***

* ***This section is only required in the final senior promotion dossier***
* ***It is a separate set of documents external to the CV***
* ***It is NOT required for the DFCM senior promotion pre-application***

1. **Research Funding**

Grants, contracts, fellowships held or awarded including: name of agency; date and duration of award; project title; total amount of funding awarded; List principal investigator; co-investigators and collaborators as they are cited on the grant, and indicate your role in the grant (principal investigator, co-investigator, or collaborator).

Grants, Contacts and Clinical Trials

* PEER-REVIEWED GRANTS
* NON-PEER-REVIEWED GRANTS

Salary Support and Other Funding

* PERSONAL SALARY SUPPORT
* TRAINEE SALARY SUPPORT
* OTHER FUNDING

**E. Publications**

**H-lndex and Citation Report**

Please include:

* Total number of citations
* H-Index

***Note – H-Index and Citation Report***

* ***This section is only required in the final senior promotion dossier***
* ***It is a separate set of documents external to the CV***
* ***It is NOT required for the pre-application***

1. Most Significant Publications
2. Peer-Reviewed Publications
3. Non peer-Reviewed Publications
4. Submitted Publications

* Each list of publications should be subdivided into works published or **accepted** for publication, and works **submitted** for publication.
* All authors should be indicated in the order in which they appear in the publication, followed by Title, Journal, Volume#, inclusive page #(s) and year. For books and book chapters, include editors, publisher and place of publication.

For each peer-reviewed publication, indicate the **level of contribution** of the candidate, according to the following categories:

* The Senior Responsible Author (SRA) initiates the direction of investigation, establishes the laboratory or setting in which the project is conducted, obtains the funding for the study, plays a major role in the data analysis and preparation of the manuscript, and assumes overall responsibility for publication of the manuscript in its final form. In large multi-site collaborations, a case may be made that there is more than one Senior Responsible Author. However, this will be rare and each person must meet the definition provided here.
* The Principal Author (PA) carries out the actual research and undertakes the data analysis and preparation of the manuscript.
* The Co-principal Author (Co-PA) has a role in experimental design, and an active role in carrying out the research, is involved in data analysis and preparation of the manuscript. The project would be compromised seriously without the co-principal author.
* A Collaborator (COLL) or Co-Author (CA) contributes experimental material or assays to the study, but does not have a major conceptual role in the study or the publication.

List the **FIVE most significant publications since your last promotion**, providing a brief description of the significance of each publication to the field.

***Note – please LIST your publications here – a brief description is NOT required at this point.***

1. **Patents Awarded**

*(And applied for since date of last promotion (see Section 3.1.4)).*

**G. Presentations and Lectures**

List category and geographic scope based on definitions below:

**Category:**

* Papers/Posters/Abstracts presented at meetings and symposia, list date and location.
* Invited Lectures, see section 3.1.3.6 for further detail.
* Media appearances.

**Geographic Scope:**

* Local: During the time of appointment at U ofT this category includes activities (e.g. meetings, conferences) at or arranged by U ofT and its affiliated institutions and organizations.
* Provincial/Regional: During the time of appointment at U ofT this category includes activities (e.g. meetings, conferences) based on invitations by Ontario institutions apart from U ofT and its affiliates.
* National: During the time of appointment at U ofT this category includes activities (e.g. meetings, conferences) in Canada based on invitations from institutions outside Ontario. If a national activity happens to be held in Toronto (or other city where you were appointed) includes it as a national, not a local activity.
* International: During the time of appointment at U ofT this category includes activities (e.g. meetings, conferences) in Canada based on invitations from institutions outside Canada based on organizations not affiliated with U ofT. If an international activity happens to be held in Toronto (or other city where you were appointed) include it as international, not a local activity.

**H. Teaching and Design**

* Summary of Teaching & Education: *A* brief summary of teaching and education accomplishments.
* Innovations and Development in Teaching and Education.

1. **Research Supervision**

List student name, thesis or research project title, dates of supervision and your role (e.g. supervisor, co-supervisor, or committee member)

* Masters Students
* Doctoral Students
* Professional Masters Students
* Postdoctoral Students
* Postgraduate Students
* Project Students
* Summer Students
* CREMS Students

**TEACHING DOSSIER &**

**Teaching Data Summary Report**

**Candidates are required to provide with their application the following two documents:**

**(1) Teaching Dossier**

* A sample teaching dossier is provided with this pre-application package (see below)

(**2) Teaching Data Summary Report - Teaching Effectiveness Score (TES)**

* A summary of your teaching effectiveness scores are required with the pre-application package. If you are claiming “excellence” in teaching, please ensure your teaching dossier and TES report are accurate and up-to-date
* For the purpose of the pre-application, you do NOT have to provide a teaching statement or copies of your evaluations, PowerPoint presentations, award letters or certificates
* Please use the TEACHING DATA SUMMRY REPORT provided with this application (see below) - If you do **not** have copies of your Teaching Effectiveness Scores, **your first point of contact** to receive your evaluations is your Chief/DFCM Division Head.

**DFCM faculty who wish to obtain their TES reports**

**for Undergraduate Education courses ONLY, please see below:**

* For the Family Medicine Longitudinal Experience, please contact [fmle.recruit@utoronto.ca](mailto:fmle.recruit@utoronto.ca)
* For other Pre-Clerkship courses, please contact the relevant course Director - a list of Pre-Clerkship Course Directors is available at: <http://www.md.utoronto.ca/program/preclerkship/coursedirectors.htm>
* For Family and Community Medicine core clerkship, preceptors may obtain their TES reports by following the attached instructions.  If they have any questions about the process, they are welcome to contact [dfcm.clerkship@utoronto.ca](mailto:dfcm.clerkship@utoronto.ca)
* For Electives TES Reports, please contact [eva.lagan@utoronto.ca](mailto:eva.lagan@utoronto.ca).
* For Transition to Residency (TTR) TES reports, please contact [ttr.ume@utoronto.ca](mailto:ttr.ume@utoronto.ca)

**TEACHING DOSSIER**

**EXAMPLE**

**NAME**

Date Prepared:

1. **Teaching/Educational Activity**

**Undergraduate**

* List here in bullet form teaching activity
* 1 hour lectures to medical students on:
  + Insert title here
  + Foundations of Medical Practice
* 2-hour seminar teaching to medical students:
  + Insert title here
  + Pathology of Disease
* Supervision of elective medical students approximately once every two months for half days 2005 - 2010

**Postgraduate**

* List here in bullet form teaching activity
* 1 hour lecturers to medical students on:
  + Insert title here
  + Professionalism for Palliative Care
* 2 hour workshops to medical students:
  + The Reflective Practitioner
* Supervision of PGY1 and PGY2 Family Medicine residents
* Supervision and one-on-one teaching of PGY3 emergency medicine residents approximately 2 hours/week

**Graduate**

* List here in bullet form teaching activity
* 1-hour presentation on Ethical issues in Emergency Medicine Care to Bioethics students

**Continuing Professional and Faculty Development**

Local

* List here in bullet form local workshop presentations
* Include name of workshop, location/city/conference and exact date

Provincial

* List here in bullet form provincial workshop presentations
* Include name of workshop, location/city/conference and exact date

National

* List here in bullet form national workshop presentations
* Include name of workshop, location/city/conference and exact date

International

* List here in bullet form International workshop presentations
* Include name of workshop, location/city/conference and exact date

1. **Curriculum Development and Innovation**

List under applicable headings:

1. Undergraduate education

2. Postgraduate medical education (i.e. - residency)

3. Graduate education (i.e. - masters, etc).

4. Post-doctoral training (i.e. - PhD)

5. Professional Development

6. Patient/Public Education

Identify role, i.e., lead developer, collaborator, developer, co-developer, contributor.

Another subtitle for this section might be: Course Aids for Students, i.e., created a student handout to summarize important information relating to xxx, to support students we have posted materials on the website, etc.

1. **Educational Leadership and Administration**

Or Educational Administration

Or Educational Development

A listing of all activities related to the administration, organizational and developmental aspects of education (organized by level) with a description of the nature and extent of the candidate’s involvement and level of responsibility. List under applicable headings:

1. Undergraduate education

2. Postgraduate medical education (i.e. - residency)

3. Graduate education (i.e. - masters, etc).

4. Post-doctoral training (i.e. - PhD)

5. Professional Development

6. Patient/Public Education

List significant accomplishments, i.e., curriculum development, a report was presented and distributed, etc.

**4. Education Research**

Documentation of participation in education research activities

For example, publications, abstracts, presentations and/or grants as well as scholarly writing relating to education – list in 3 separate categories:

* Local:
* Provincial:
* National:
* International:

**5. Organizations**

Documentation of participation in organizations whose activities relate to education research and development – list in 3 separate categories

* Local:
* Provincial:
* National:
* International:

**6. Conferences/Workshops**

Documentation of participation in conferences and workshops relating to education research and development – list in 3 separate categories:

* Local:
* Provincial:
* National:
* International:

**7. Invited Lectures/Presentations**

Documentation of invitation to lectures/conferences and workshops relating to education research and development – list in 3 separate categories:

* Local:
* Provincial:
* National:
* International:

**8. External Consultancies**

Documentation of external consultancies relating to education research and development

**9. Mentoring in Education/Research**

Documentation of effectiveness in mentoring or advising in education and teaching - List under applicable headings:

1. Undergraduate education

2. Postgraduate medical education (residency)

3. Graduate education (masters, etc).

4. Post-doctoral training (PhD)

5. Professional Development

6. Patient/Public Education

**Example:**

Mentored first year medical students in DXX2 (insert course name) in their research projects with Dr XX Smith. Responsibilities include assistance in advice and support, review of final project, ethics approval.

**10. Honours and Awards**

A listing of honours and awards related to teaching and education

**TEACHING DATA SUMMARY REPORT**

|  |
| --- |
| NAME: |

TEACHING EFFECTIVENESS SCORES (TES)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year | **Level** | **Program** | **Type of Teaching** | **Total Hours** | **Total Number of Students** | **Teaching Effectiveness Scores**  (if applicable) | **Comparative**  **Score**  (e.g. Mean for department/  program if available) |
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| Level | U = Undergraduate UM = Undergraduate Medicine  G = Graduate PG = Postgraduate  Other – please specify |
| Type of Teaching | O = One on one S.G. = Small Group (6-10)  S = Seminar (15-25) W.C. = Whole Class (variable size) Other – please specify |
| Program | M.D., Arts and Science, etc. |