



Senior Promotions: Associate and Full Professor Rank Summary and Timelines: 2019-2020 Promotions Cycle

Academic promotion at the University of Toronto is based on accomplishment in scholarship (research and/or creative professional activity), teaching and service to the University:

- **Scholarship** – Research (as demonstrated by a *Curriculum Vitae* and supporting documents)
- **Creative Professional Activity** (as demonstrated by a CPA Dossier and supporting appendices)
- **Teaching** – this is mandatory for all applicants; one cannot teach poorly and achieve promotion (demonstrated by a Teaching Dossier, teaching evaluations, unsolicited teaching-related testimonials, etc.).
- **Administration** (if applicable, and as demonstrated through the Administrative Dossier and supporting documents)

We urge you to carefully consider completion of *each* of these dossiers, where applicable. Note that the greatest weight will be given to excellence in scholarly achievement (research and/or CPA), and to excellence in teaching:

“The successful candidate for promotion will be expected to have established a wide reputation in his or her field of interest, to be deeply engaged in scholarly work, and to show him/her-self to be an effective teacher. These are the main criteria. However, either excellent teaching alone or excellent scholarship alone, sustained over many years, could also in itself justify eventual promotion to the rank of Professor. Administrative or other service to the University and related activities will be taken into account in assessing candidates for promotion, but given less weight than the main criteria: promotion will not be based primarily on such service.” *Policy and Procedures Governing Promotions*, 1980, paragraph 7).

Note that the term “wide reputation” is interpreted as meaning national recognition for promotion to the rank of Associate Professor, and international recognition for promotion to the rank of full Professor (FoM Manual for Academic Promotions, July 2018). This is most clearly demonstrated through invited lectures, invitations to sit on journal editorial committees, and the strength, caliber and range of external referees. Note that promotion on a single criterion can be achieved in the Faculty of Medicine; however, this generally takes longer to do. “Sustained achievement” normally means at least 10 years (FoM Manual for Academic Promotions July 2018, available at [Academic Promotions Manual 2018](#)). A detailed overview of the criteria for promotion is available in the FoM Manual for Academic Promotions 2018.

Promotions at these ranks are reviewed first by the **Departmental Promotions Committee (DPC)**. They are then forwarded to the Decanal Promotions Committee for review, and finally, the Dean and Provost for final approvals. From the first deadline, the promotions process takes 12 months to complete.

The table below provides an outline of the responsibilities and departmental deadlines for candidates requesting promotion to Associate Professor or Full Professor. **Please note that these deadlines are firm.** Please contact the department’s Academic Coordinator should you require assistance.

Note: Promotions from the rank of Lecturer to Assistant Professor takes place on a different schedule. Please check the department's website, or contact us at promotions.anesthesia@utoronto.ca. Note that this level of promotion does not require the same documentation as promotion to the rank of Associate or Full Professor.

Senior Promotions Timelines & Checklist (<i>Associate & Full Professor</i>)	
<p>Friday, May 17, 2019 <u>FIRM DEADLINE</u></p>	<p>Candidate's interested in seeking promotion are asked to email the Academic Coordinator(promotions.anesthesia@utoronto.ca) the following documents in PDF form:</p> <ol style="list-style-type: none"> 1. Letter to the Chair requesting promotion: Please address your letter to Dr. Beverley Orser, note the academic rank that you are applying for, and summarize your major contributions under each category. Please use letterhead, include your signature and submit. 2. Up to date Curriculum Vitae (must use UofT format). 3. Candidate Information Promotions Form. 4. 5 Most Significant Publications, if applicable (complete template + copies of each publication, sent as separate PDF documents) 5. CV Summary Tables <ul style="list-style-type: none"> ▪ Data Summary Sheets – Research Awards (Table 3) ▪ Data Summary Sheets – Research Supervision (Table 4) ▪ Data Summary Sheets - Refereed publications (Table 5) ▪ Data Summary Sheets - Teaching (Table 7) 6. Updated Teaching Dossier plus evidence of teaching effectiveness: (must utilize must use UofT format) <i>In one, separate file labeled :Teaching Dossier Appendices", add:</i> <ul style="list-style-type: none"> ▪ Student evaluations of teaching ▪ <i>Unsolicited</i> testimonial letters (please do not request reference letters) ▪ <i>Unsolicited</i> peer evaluations, formal assessments (internal and external) – e.g. any departmental, divisional or clinical assessments or evaluations. <u>Please do not request reference letters.</u> ▪ Submit the Teaching Dossier Appendices as one document with a covering page. <p>Note: Everyone needs to provide a complete Teaching Dossier and teaching evaluations – regardless of the primary focus of your promotions dossier</p> 7. Creative Professional Activity (CPA) Dossier (must use UofT format). <ul style="list-style-type: none"> ▪ Append supporting documents or examples of accomplishments in a separate document which comprises the CPA Appendices 8. Administrative Dossier (where applicable)

	<p>Once you submit the application to the Academic Coordinator, a unique Promotion ID 174_20XX_XXX will be generated and sent to your email of choice.</p> <p>All future document submission will be completed via online portal, click on the link Web submission.</p> <p>Please do not combine the above noted documents into one file; separate PDF files, clearly labeled should be provided.</p>
June 12, 2019	First meeting of the Departmental Promotions Committee (DPC). The committee will conduct a full review of the applicant's initial promotions dossier.
Mid July 2019	Academic Coordinator informs potential candidates of the Departmental Promotions Committee's recommendations and revisions required.
August 16, 2019 <u>FIRM DEADLINE</u>	<p>Please use the unique Promotion ID 174_20XX_XXX to submit revised documents.</p> <ol style="list-style-type: none"> 1. Revised application documents (e.g., CV, dossiers, etc.) as per Departmental Promotions Committee's requirements. These documents will be the versions sent to your referees. 2. List of Referees (please use the UT Anesthesia template provided): <ul style="list-style-type: none"> ▪ External referees (minimum of 3, maximum of 4) ▪ Internal referees (minimum of 3, maximum of 4) ▪ Student referees (minimum of 3, maximum of 4) <p><i>Please be sure that contact information for your referees is accurate and complete, especially the email address. Incomplete information may result in critical delays to the processing of your dossier.</i></p> <p><i>Please do not contact your referees directly; the Department must do this on your behalf as per the Decanal guidelines.</i></p>
Early September 2019	<p>Promotions Committee meets to:</p> <ol style="list-style-type: none"> 1. Review final promotions dossiers 2. Finalize the list of candidates going forward for promotion (with Chair) 3. Finalize list of referees to be contacted by the Department
By mid-November 2019	Referees Reports returned to the UofT Department of Anesthesia

<p>Friday, November 22, 2019</p> <p><u>FIRM & FINAL DEADLINE</u></p>	<p>Promotions candidate may submit to department via web portal Web submission</p> <ol style="list-style-type: none"> 1. Updated Curriculum Vitae 2. Updated Teaching Dossier plus Teaching Dossier Appendices (<i>above</i>) 3. Updated Data Summary tables (<i>above</i>) 4. Updated Creative Professional Activity dossier with appendices 5. Updated Administrative Dossier (if applicable) 6. Updated 5 Most Significant Publications – template + .pdf copies of each <p><i>*The documents on file will be used if updates are not provided by this date *</i></p>
January 2020	Confidential promotions dossiers and accompanying documentation are submitted electronically to the Decanal Promotions Committee from the department
April 2020	Candidates notified of the final recommendation
July 1, 2020	Promotion takes effect

PLEASE NOTE:

- We encourage all candidates to review the Faculty of Medicine Academic Promotions Manual. The process may be quite different from previous years. A copy of the manual is available at <http://www.facmed.utoronto.ca/faculty-staff/faculty-appointments-and-promotions>.
- Please do not combine your documents into one file. Separate PDF documents, clearly labeled using the protocol below, are required for the Faculty of Medicine’s LaserFiche file management system.

Required nomenclature of files:

[Document_Type] Lastname MonthYear.pdf

i.e., CV Jones June2019.pdf or Teaching Dossier Jones June2019.pdf

- All files and dossiers are reviewed in an electronic format; please ensure all pages of your documents are in the same orientation when uploading to the Laserfiche.
- Please do not contact any of your referees (except to confirm contact information, if necessary) or solicit reference letters of any sort. The department will do so on your behalf as per the Decanal guidelines on academic promotions. Please provide correct contact information, especially email addresses, for each referee. We solicit referees electronically; hard copies of your documents will not be sent to your referees.
- Changes or updates to your documentation will be accepted up to **November 22, 2019**. Please be adhere to this deadline, as final uploading of your dossier to LaserFiche will occur shortly thereafter.
- Questions? Please contact the Academic Coordinator for assistance at promotions.anesthesia@utoronto.ca.