**Cover Letter**

Your cover letter is a Letter of Intent (LOI). *Research cover letters are typically around 3-5 pages.*

*Creative Professional Activity (CPA) cover letters are typically around 5-7 pages.*

*This is a* ***summary*** *of your dossier.*

Address the following points in your letter:

* Reason for seeking promotion, clearly indicating your pathway. You must be excellent in at least 1 pathway and teaching must at least be competent.
* Regardless of pathway, all candidates must discuss TEACHING in their letter.
* Regardless of pathway, all candidates should have a CPA section in their letter.
  + In your section describing your CPA, indicate which sub-category(ies):

1. Professional Innovation and Creative Excellence

2. Contributions to the Development of Professional Practices

3. Exemplary Professional Practice

* Example 1: “I am requesting promotion on the basis of **Excellence in Research** and **Competence in CPA “Exemplary Professional Practice”, and Competence in Teaching and Education**.”
* Example 2: “I am requesting promotion on the basis of **Excellence in Creative Professional Activities,** subcategories “Professional Innovation and Creative Excellence”, and “Contributions to the Development of Professional Practices,” and **Competence in Research and Competence in Teaching and Education**.”

Promotion at the **Associate Professor** level must be supported by evidence of an impact (recognition) at the **national** level.

Scholarship for promotion at the level of **Full Professor** must be supported by a distinguished **international** reputation.

**To create a strong cover letter:**

* Write your letter so that a non-specialist in your field could understand.
* Always spell out acronyms the first time you use them.
* Highlight your most important accomplishments first.
* Excellence in Research letters are typically 3-5pages. Excellence in CPA letters are usually 5-7 pages MAX. Sustained Excellence in Teaching letters are generally 3-5 pages.
* Organize your cover letter per the order (and using tips) below.
* Organize your accomplishments in the following sections, with your selected pathway (Research or CPA) first and the other elements following:
  + Research (*first if applicable*)
  + Creative Professional Activity (*first if applicable*)
  + Teaching
  + Administrative Service

**ALL CANDIDATES:** *Your full name and current rank should be indicated in the top left of your**cover letter:*

Dr. Abcdef Ghijklmnop

Assistant/Associate Professor

Date

CHAIR NAME

Professor and Chair

Department of Anesthesiology& Pain Medicine

Temerty Faculty of Medicine, University of Toronto

123 Edward Street

Toronto, ON M5G 0A8

Dear Dr. ChairName,

**Opening paragraph (1 paragraph)**

* My name is Dr. …
* I am applying for promotion to the rank of . . .
* on the basis of . . . Clearly indicate promotion pathway. Remember, excellence in 1 pathway and competence in the other AND teaching.
  + e.g. “I am applying for promotion to the rank of Associate Professor based on ***Excellence in Research,*** Competence in CPA, and Competence in teaching and education.”

**Academic Career History *since joining U of T* as a Faculty Member (1 paragraph)**

* When were you appointed to Anesthesiology & Pain Medicine, U of T? When was your last promotion, indicate month and year?
* Academic Position Description
* Note gaps in academic productivity (e.g. pregnancy, adoption, parental, caregiver leaves)

**RESEARCH: Accomplishments since appointment or last promotion**

1. **Introductory Paragraph**

* Short description of how you have created an innovative research program
  + How has your research changed the basic understanding or practice of Anesthesiology or Pain Medicine in particular or the basic mechanisms of molecular or cellular function and disease? How has this affected health services delivery, health policy, patient outcomes?
  + Highlight key aspects of your research achievements. H-index (Scopus), total citations.
  + Highlight any inventions, patents, and/or the application of new techniques, novel experimental approaches and/or the identification and formulation of new questions or concepts
* Explain how your program has been impactful **nationally** (Associate Professor) or **internationally** (full professor)

1. **Research Funding**

both peer-reviewed and non-peer-reviewed since the date of last promotion. Total amount of money. The no of grants. How many as PI , CoPI, co-investigators, collaborators?

1. **Publications**

* Total number of publications since last promotion. How many as first authors, and how many as senior authors. Highlight any top papers, highly cited papers – provide PubMed link.
* Comment on your contribution to your most important publications

1. **Honors and Awards, if applicable**

* Salary support award(s), if any
* Participation, Leadership, and Mentorship within the research community

1. **Scientific Presentations/Participation, leadership and mentorship in the research community. Total number of invited speakers and visiting professorship since last promotion.**

**CPA: Accomplishments since appointment or last promotion**

* Organize accomplishments into **themes (maximum 3 themes)**
* Most important accomplishments first
  + Not so important accomplishments (i.e. lesser impact) leave in CPA statements
  + Do not highlight activities that are slowing down (i.e. if you have not published/been invited to speak on an activity for the past 10 years)

**1. Professional innovation and creative excellence**

This may include developing:

* or making an invention
* new techniques
* conceptual innovations
* educational programs inside or outside the University (e.g. continuing medical education or patient education).

To demonstrate professional innovation, you must show an instrumental role in the development, introduction and dissemination of an invention, a new technique, a conceptual innovation or an educational program.

**2. Contributions to the development of professional practices**

* "In this category, demonstration of innovation and exemplary practice will be in the form of leadership in the profession, or in professional societies, associations, or organizations that has influenced standards or enhanced the effectiveness of the discipline. Membership or the holding of office in professional associations is not itself considered evidence of creative professional activity. Sustained leadership and setting of standards for the profession are the principal criteria to be evaluated. Both internal and external assessment should be sought". (Modified from the Hollenberg Report, 1983)

You must demonstrate leadership in the profession, professional organizations, government or regulatory agencies that has influenced standards and/or enhanced the effectiveness of the discipline. Membership and/or holding office in itself is not considered evidence of CPA.

Examples of contributions to the development of professional practice may include (but are not limited to):

* guideline development
* health policy development
* government policy
* community development
* international health and development
* consensus conference statements
* regulatory committees
* setting of standards.

**3. Exemplary professional practice**

* "Exemplary practice is that which is fit to be emulated; is illustrative to students and peers; establishes the professional as an exemplar or role-model for the profession; or shows the individual to be a professional whose behaviour, style, ethics, standards, and method of practice are such that students and peers should be exposed to them and encouraged to emulate them". (Modified from the Hollenberg Report, 1983)

To demonstrate exemplary professional practice, you must show that your practice is recognized as exemplary by peers and has been emulated, or otherwise had an impact on practice.

**ALL CANDIDATES: Teaching (1-2 paragraphs)**

* Summarize your teaching activities
* Highlight any teaching awards
* How many postgraduate students you mentor?
* Success of trainees in receiving scholarships and awards, publications, or moving on to successful research careers of their own

**Administrative Service (1 paragraph)**

**Goals (1 paragraph)**

* Briefly provide a statement on your vision for your future.

**Closing paragraph/ statement (1 paragraph/ 1 sentence)**

Sincerely,

APPLICANT NAME/Signature