Your full name and current rank should be indicated near the top left of your **CPA** 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 Professor CHAIR NAME,

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

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

**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 Creative Professional Activities,*** Competence in research, 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? When was your last promotion (if applicable)?
* Academic Position Description
* Note gaps in academic productivity (e.g. pregnancy, adoption, parental, caregiver leaves)

**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)

**Introductory paragraph**

* Identify your CPA subcategory/subcategories

**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.

In assessing CPA in the Temerty Faculty of Medicine, you should keep the following mind:

* Being a **competent** health care practitioner, while valuable to the public and profession, and for educational role-modelling, is not sufficient to meet the criterion of excellence in CPA.
* The Faculty expects that most candidates for promotion will be engaged to some degree in CPA as part of their scholarly life. Such baseline activity does not constitute grounds for promotion.

CPA in education can include:

* instructional innovation/creative excellence: teaching techniques, educational innovations, curriculum development, course planning, evaluation development
* leadership in the development of professional practice in health professional education

**Name Theme 1: XXX**  
Description of theme 1 activities (one paragraph)

* *What was the problem/ why was is it important?*
* *What did you do?*
* *What was your leadership role? (important for multi-author papers, committee work – explain your contribution/expertise)*
* *provide PubMed link to all resulting papers*

Impact of activities in theme 1 (one paragraph)

* *What was the impact? How was the impact disseminated?*
* *Explain impact at national/ international level*
  + *provide quantitative evidence of impact, when possible; you may direct reader to specific page in your CPA supporting documentation for evidence if it is quite long*

Follow the same pattern for Theme 2/3 where applicable

**Teaching (1-2 paragraphs)**

* Summarize your teaching activities
* Highlight any teaching awards
* Highlight innovative teaching concepts

**Administrative Service (1 paragraph)**

**Future Direction (1 paragraph)**

* + Briefly provide a statement on future direction

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

Sincerely,

APPLICANT NAME/Signature