2023-2024 Senior Promotion to Associate Professor and Professor Letter of Intent
Instructions
updated Feb 9, 2023

Deadline: Monday, March 27, 2023
Submit your letter of intent (LOI) and CV via email to: Xilonem Lopez

1. Letter of Intent (LOI)

• The LOI is the cover letter of your promotion dossier. It must identify rank and platform for promotion [e.g. excellence in at least one of the following categories - Research, Creative Professional Activity (CPA), Teaching. Teaching must at least be competent.]

• Summarize your accomplishments since your last promotion or since your appointment. For those applying based on CPA, please indicate your contribution in terms of:
  i. Professional Innovation and Creative Excellence,
  ii. Contributions to the Development of Professional Practices, and/or
  iii. Exemplary Professional Practice.

• Describe your accomplishments and impact at the national level (for Associate Professor) or international level (for full Professor.)

• Detailed information about the different platforms and criteria for promotion can be found on the LMP website. You are encouraged to review the Promotion Manual and present your accomplishment following its terminology.

2. CV (must use the Temerty Faculty of Medicine CV format)

LOI Review and Decision

The Department Chair and Departmental Promotions Committee (DPC) Co-Chairs review all submitted LOIs. You will be contacted by mid-April with information on next steps. For a detailed process timeline for the 2023-2024 promotion cycle visit LMP's Promotion guidelines: to Associate Professor and Professor.

Resources and Questions

Contact Xilonem Lopez to obtain LOI template, see sample promotion dossiers, or for questions about the required documentation.