



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](#))
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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.