



2026-2027 Senior Promotion to Associate Professor and Professor Letter of Intent Instructions for LMP

updated Feb 18, 2026

Deadline: Thursday, March 19, 2026

Submit your letter of intent **1) (LOI)** and **2) CV** via email to [Xilonem Lopez, Academic Affairs Officer, LMP](mailto:Xilonem.Lopez@utoronto.ca)

- 1. Letter of Intent (LOI):** The LOI is the cover letter of your promotion dossier.
[Download LOI templates that provide structure /content guidelines and tips.](#)

Address the following points in your cover letter:

Indicate Pathway

- Identify the rank and platform (pathway) for your promotion. You must be excellent in at least 1 pathway and teaching must at least be competent.
 - Note: If you are being considered under Excellence/ Competence in [Creative Professional Activity \(CPA\)](#), indicate which sub-category(ies):
 1. Professional Innovation and Creative Excellence
 2. Contributions to the Development of Professional Practices
 3. Exemplary Professional Practice

Example of rank and platform/pathway indicator sentences:

- Example 1: "I am requesting promotion to Associate Professor rank on the basis of **Excellence in Research** and **Competence in Teaching and Education.**"
- Example 2: "I am requesting promotion to Full Professor rank 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 Teaching and Education.**"

Academic Career History at U of T (one paragraph only)

- Short narrative of your academic career history **at UofT**. Indicate when you joined LMP. Provide date of your last promotion.
- Indicate where you are employed and the position(s)/appointments you hold there.
- For Status-Only faculty with PhDs and clinical responsibilities such as lab scientists, geneticists, clinical microbiologist, clinical biochemist, etc., it is very important that you briefly describe your job description with percentage split between clinical and academic activities.
 - For example, "As a clinical PhD in charge of a hospital laboratory, I do not have a separate research laboratory, but utilize the cases and projects within the core laboratory for my scholarly activities."

Accomplishments

- Briefly summarize your accomplishments and their impact since your last promotion or since your appointment. Highlight most important accomplishments first.
 - 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.



- If you are describing an accomplishment that was achieved through group effort (for example, any committee work), explain your specific contribution to the achievement and provide evidence of the national and/or international impact of the achievement.
- ONLY accomplishments since your last promotion or since your appointment (whichever applies to you) are to be counted. For example:
 - if your university appointment was effective March 1, 2018, only papers published after this date would be counted as part of this total;
 - if your last promotion was effective July 1, 2017, only papers published after this date would be counted as being published since your last promotion.

If you are unsure of the effective date of your appointment or promotion, please contact [Xilonem Lopez, Academic Affairs Officer, LMP](#)

- Organize your accomplishments in the following order/sections:
 - research, if applicable
 - creative professional activity, if applicable
 - teaching
 - administrative service

Tips to create a strong cover letter:

- Write your letter so that a non-specialist in your field could understand.
- Always spell out acronyms for the first time.
- Highlight most important accomplishments first.
- Excellence in Research LOIs are typically 3-5 pages. Excellence in CPA LOIs are typically 5-7 pages. Excellence in Teaching LOIs are typically 3-5 pages.
- Again, **for accomplishments that were achieved through group effort (for example: any committee work, papers where you were not the PA or SRA, etc.), you should explain your specific contribution to the achievement and provide evidence of the impact.**
- [Download LOI templates that provide structure /content guidelines and tips.](#)
- 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.

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2. **CV:** You must use the [Temerty Faculty of Medicine CV template/format](#); Get [CV tip sheet](#)
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LOI Review and Decision

The Department Chair and Departmental Promotions Committee (DPC) Chair review all submitted LOIs. You will be contacted in mid-April with information on next steps. For a **detailed process timeline for the 2026-2027 promotion cycle** visit [LMP's Promotion guidelines: to Associate Professor and Professor](#).

Resources and Questions

Contact [Xilonem Lopez, Academic Affairs Officer, LMP](#) to see sample promotion dossiers or for questions about the required documentation.