



Promotion Dossier Requirements (to Associate Professor and Professor) Departmental Promotions Committee (DPC) Review Checklist

updated February 14, 2023

Deadline: Friday, May 26, 2023

Submit documents to: [Xilonem Lopez](#)

Submit by: email or dropbox or hospital portal.

Note: Templates can be downloaded via [Sharefile](#) or the [LMP website](#).

1. Promotion Checklist, Summary of Evidence of Impact, and Table of Content

- Submit completed [checklist \(see template\)](#).
- Submit summary of [evidence of impact \(see template\)](#). **NEW!!!**
- Include a Table of Content for large dossiers, i.e. if you have many attachments.

2. Cover Letter (This is your Letter of Intent.)

Address the following points in your letter:

- reason for seeking promotion,
 - short narrative of your academic career history,
 - for faculty with clinical duties, briefly describe your job description with percentage split between clinical and academic activities,
 - brief summary of your accomplishments and its impact since your last promotion or since your appointment (please list your most significant accomplishments first):
 - research, if applicable
 - creative professional activity, if applicable
 - teaching
 - administrative service
 - outline future direction.
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- Write your letter so that a non-specialist in your field could understand.
 - 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.
 - Excellence in Research are typically 3-5pages. Excellence in CPA are typically 5-7 pages MAX. Excellence in Teaching are typically 3-5 pages.

Reminders:

- Indicate your pathway. It must be excellent in at least 1 pathway and teaching must at least be competent. Do not forget to note your teaching pathway.
 - For example, “I am requesting promotion under **Excellence in Research and Competence in Teaching and Education.**”
 - If you are being considered under Excellence/ Competence in CPA, indicate which sub-category(ies):
 1. Professional Innovation and Creative Excellence
 2. Contributions to the Development of Professional Practices
 3. Exemplary Professional Practice
 - For our Status-Only faculty, that is faculty with PhD and clinical responsibilities such as our lab scientists, geneticists, clinical microbiologist, clinical biochemist, etc., it is very important that you write a brief description of your job responsibilities.
 - 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.”
 - Remember to highlight most important accomplishments first.
 - Spell out acronyms for the first time.
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3. Curriculum Vitae

- Must use the [Temerty Faculty of Medicine CV \(see template\)](#).

Reminders:

- Review your CV and make sure that citations are complete and that you are using the TFOM terminology. Common errors:
 - missing funding information, e.g. missing (i) total amount and/or (ii) how much is allocated to your lab. This is important for candidates being considered under Excellence in Research.
 - Do not include case reports, editorials, or literature reviews in the peer-reviewed publication section. This section is only for papers based on original research.
 - incomplete publication citation, e.g. missing role, year, etc.
 - refer to CV template for accepted Temerty Faculty of Medicine terminology, e.g. Co-/ Principal Author or Co-/ Senior Responsible Author, etc.

Examples:

2013 Oct - 2018 Sep **Principal Applicant**. Quisque auctor semper euismod. Aenean vel pulvinar nisi, consequat laoreet neque. Canadian Institutes of Health Research (CIHR). Open Operating Grant. PI: Smith, John. 749,900 CAD. [Grants / Renewal] **Ranked 1st on CIHR Genetics panel.**

Cayetano, P*, **Lopez, X** (2019). Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cells 9 (10), 320. ***Classified as a “Highly cited paper on Web of Science”. Cited 136 times.***
****Trainee first author, SRA***

- Under Section 4. Professional Affiliations and Activities, under Other Research and Professional Activities, list collaborators by geographical location.
 - Underline/ highlight your trainees under publications and presentations.
 - Five significant papers should be listed again under your publication list.
 - Research and CPA statements, and Teaching philosophy are brief summary of your longer statements.
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4. At a Glance summary of your National/ International Impact

- See suggested format for
 - Excellence in Research
 - Excellence in CPA

5. Most Significant Publications

5.1 List of 5 most significant publications & including a short paragraph describing the significance and your contribution. These papers must be since your last promotion or since your appointment to LMP.

5.2 Copies of your 5 most significant publications.

6. Research Documentation

6.1 Research Statement and impact (as a pdf document), if applicable. (~3 pages)

6.2 Personal Citation Report (use Web of Science or Scopus, access via UofT Library <https://gerstein.library.utoronto.ca/>)

Attach [Data Summary Sheets](#) (use templates):

6.3 Data Summary Sheet, Research Awards, if applicable

6.4 Data Summary Sheet, Refereed Publications, mandatory for all candidates

6.5 Data Summary Sheet, Research Supervision, if applicable

Reminder:

- Candidates who are involved in research activities (even those who are being considered under the CPA pathway) will need to submit a research statement.
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7. Creative Professional Activity Documentation, if applicable

If this section applies to you, please read the [LMP Promotions Task Force - CPA Report](#). It is important to write a compelling narrative to describe your activities.

7.1 [CPA Report](#) (see template, no page limit)

- Your report must give the reader a clear and concise view of your accomplishments, the impact and the evidence of this impact. The report should:
 - Describe your key accomplishment(s) since your last promotion (describe each accomplishment separately). It may be necessary for you to provide some background for reviewers who are non-specialist in your field.
 - Describe clearly your role in this development.
 - Explain the level of impact or influence – local, national or international position, and affected stakeholders (clinicians, hospital staff, public.)
 - Include a brief description of how this accomplishment showed exemplary professional practice (e.g. was it adopted by other institutions, etc.)
 - Address the sustainability of the work. What is the vision for the future? Address funding sustainability, if applicable.
 - Include evidence/proof of impact. For example attach: letter(s) of support from other organizations who have adopted your initiatives, invitations to address major conferences, conference organization activities, peer-reviewed publications, website, workshops, uptake of your program, new collaborations, etc. Editorials that illustrate international impact of publication, review articles referring to work, symposium presentation, samples of media reports and news clippings, membership in think-tank organizations.
 - Note special awards and recognition received as a result of your work.

7.2 Attach supporting document for each CPA activity (i.e. for each CPA theme, collate supporting documents in 1 pdf.)

7.3 Note for Quality Improvement activities that have not been published, it is highly recommended that you submit a QI report, e.g. [Standards for Quality Improvement Reporting Excellence](#) template

Reminder:

- Consider submitting letters of support from colleagues to support your claim. For example, if you are leading a program for a particular national committee, you might want to get a letter from the President of that organization to confirm your leadership role and how it has made an impact.
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8. Teaching and Education Documentation

8.1 [Teaching and Education Report \(see template\)](#)

- Your report must include:
 - a [statement of your teaching philosophy](#), including an assessment of the impact of teaching activities.
 - Describe all activities related to the administration, organizational and developmental aspects of education. Describe the nature and extent of your involvement and level of responsibility, clearly indicating when you had a major responsibility for the design of a course.
 - Note steps taken to improve your effectiveness as a teacher
 - Give a summary of your teaching goals within the next 5 years.

8.2 [Data Summary Sheet, Teaching \(see template\)](#), mandatory for all candidates

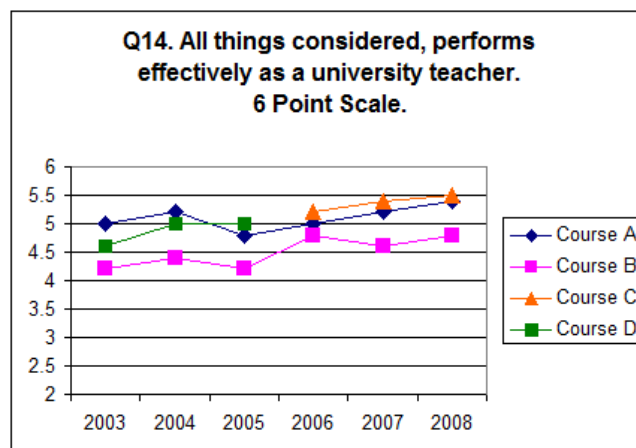
8.3 [Data Summary Sheet, Mentorship \(see template\)](#), if applicable

8.4 Attach supporting documentation such as course and lecture **outlines**, letters of invitation to teach at other centres, etc. **DO NOT attach copy of your slides.**

8.5 Include teaching evaluation reports or assessments. For example, summaries of course assessments, per course, per year, results of peer assessments of teaching effectiveness, solicited and unsolicited testimonial letters from colleagues, letters from senior members of the Faculty who have made personal observations at national meetings, CE courses and/or seminars and symposia (if applicable).

Reminder:

- If you have large number of teaching and course evaluations, it is highly recommended that a summary is provided that identifies the overall performance over time. For example:



9. Administrative Service Documentation

- 9.1 Write a brief outline of your service activities for the department, the Faculty of Medicine, the University, and your professional community or other targeted communities.
- 9.2 Attach supporting documentation such as relevant documents that demonstrate the nature and impact of your service achievements.

10. Referee Lists

***** DO NOT SOLICIT THESE LETTERS. Suggest potential referees only. *****

10.1 [External Referees \(see template\)](#)

- External to the University of Toronto and its affiliated hospitals.
- Only suggest arms-length referees. No former supervisors, collaborators (within the last 5 years) or students (e.g. CANNOT be co-authors or co-investigators/co-applicants on grants)
- Academic rank must be equal to or greater than the rank being sought for promotion.
- DO NOT submit more than 3 names.
- Ensure current contact information

10.2 [Internal Referees \(see template\)](#) (though no longer mandatory, candidates can submit possible internal referees.)

- Internal to the University of Toronto and its affiliated hospitals but NOT a faculty member of Laboratory Medicine & Pathobiology (**No cross-appointed LMP faculty.**)
- For a list of LMP appointed faculty, click [here](#).
- No former supervisors, collaborators (within the last 5 years) or students (i.e. cannot be co-authors or co-investigators/ co-applicants on grants.)
- Academic rank must be equal to or greater than the rank being sought for promotion.
- Ensure current contact information

10.3 [Colleague Referees \(see template\)](#)

- Colleague referees should be able to understand your scholarly contributions and its impact in the field.
- It can be a current or previous collaborator (i.e. co-author on papers or co-PI/ co-applicants on grants.)
- Colleague referees can be (1) LMP faculty, (2) affiliated with UofT or (3) external to UofT.
- Ensure current contact information
- **Preferred** if academic rank is equal to or greater than the rank being sought for promotion

10.4 [Trainee Referees \(see template\)](#)

- It can be current or former student.
- Ensure current contact information

The Chair will seek assessments from other departments at the University of Toronto where the candidate holds cross-appointments, as well as other external and possibly internal referees. Internal referees will be sought beyond the candidate's local institution and will not necessarily be those named by the candidate.

11. Sample Promotion Dossiers and Questions

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