2022-2023 Senior Promotion to Associate Professor and Professor
Letter of Intent Instructions
updated Jan 26, 2022

Deadline: Friday, April 1, 2022
Submit documents via email to: Patricia Cayetano

1. Letter of Intent (LOI)

- Identify rank and platform for promotion [e.g. excellence in \textit{at least one} of the following categories - Research, Creative Professional Activity (CPA), Teaching. Teaching must \textit{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 \textit{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 (preferably using the Faculty of Medicine CV template).

3. LOI review and decision

You will be notified by mid-April if you have been recommended to prepare a complete promotion dossier for the Departmental Promotions Committee review in June.

4. LOI template and sample dossiers

Contact Patricia to obtain LOI template and see sample promotion dossiers.

5. Questions

Please contact Patricia Cayetano (phone: 416-978-8757) for questions about the required documentation.