

Department of Medicine Senior Promotions: FAQs

January 29, 2016

The expectation of the Faculty of Medicine is that all departments adhere to the Senior Promotions Manual, which is available on our website. If you have a question, please check the manual first!!

1. **Why are the deadlines earlier this year?** *To ensure sufficient time to review each candidate and make revisions to dossiers and/or supporting materials as required prior to submission to the Faculty.*
2. **From what date do I include material in my dossier?** *Your Web CV should be complete, covering your entire career. Exported tables and supporting documents should reflect the time since your last promotion, irrespective of where the promotion occurred (i.e., at U of T or another University)*
3. **Does my Candidate Statement need to be broken into separate sections reflecting each of research, CPA and teaching/education?** *No. The committee is most concerned with your overall body of scholarly work, which in most cases includes several elements (Research, Education, and/or CPA) that relate to a common purpose. However, ensure that your statement provides clear evidence of your demonstrated 'excellence' in at least one of research, CPA or teaching/education.*
4. **How do I document my CPA?** *The CPA Statement can be presented by the three overarching categories of CPA but this is not mandated. Any work that adds to your national or international reputation is relevant and should be included. Please refer to document online regarding documentation of CPA in Web CV.*
 - **See document by E. Etchells & B. Wong**
5. **How do I document my teaching?** *All candidates must provide evidence that they are at least competent teachers. Make sure you are familiar with the teaching expectations of individuals with your academic position description regarding quantity and scope of teaching, and that you are fulfilling the requirements. For example, a CT should have evidence of teaching across multiple levels, while a CS may be teaching predominantly in their clinics and at the graduate level. Your teaching will be documented through Teaching Evaluation Scores (from POWER/Medsis), your Teaching and Education Report (from WebCV) and testimonials from your students.*

- Extra student testimonials are accepted, especially if you have limited data from POWER/Medsis.
 - All candidates must submit a Teaching Statement/Philosophy.
 - All candidates must provide a Summary of Teaching (since last promotion) (Table 7 in 2015 Promotions Handbook, page 44)
6. **Do I need to document the success of my trainees?** *YES!! The success of your trainees is your success. If your students have won awards or had significant work presented or published, include it.*
7. **What should I do if I have negative comments in my trainee evaluations?** *If there are negative comments, address them in your Teaching Philosophy (i.e. acknowledge them and explain what actions you took to address the comments).*
8. **I took a year off for a maternity leave/illness/family reasons, and my productivity is lower during that period. Can I explain this?** *Yes, personal challenges can have significant negative effects on your career development and productivity. If there are obvious periods of inactivity, low productivity, or poor teaching evaluations please provide an explanation.*
9. **What if a web link to my work is expired and I can't include it in WebCV?** *First, ask yourself if this documentation is crucial to demonstrating the quality and quantity of your body of work. If the answer is yes, and the documentation is not available online, it can be included in the 5-page appendix. However, if it is not a primary supporting document, a listing in WebCV is sufficient.*
- **If your publication is searchable on PubMed, no link is required.**
10. **How do I choose my 5 most important publications?** *External reviewers will be asked to comment on the impact of those selected publications in terms of their impact on the discipline! Therefore, choose the highest impact papers for which you played an important role and which clearly had a demonstrated impact on your field.*
11. **How do I document my 5 most significant publications?** *Within Web CV they should be listed following your full list of publications – for each of the five, a brief description of the significance of each publication to the field is required. The actual publications should then ALSO be included in the dossier (they do not count towards your additional optional pages).*
12. **Do I need to include administrative service to the hospital/University/my field?** *Yes. All candidates are expected to contribute through administrative service to the hospital/University through participation in committees and other activities (a time commitment of ~5%). Documentation of administrative activities within your Web CV is sufficient.*
13. **Should I include my volunteer work for an outside organization?** *Your promotion dossier should only include work that is relevant to your U of T appointment. Though you may do wonderful*

volunteer work, if it is not directly related to your teaching, research and/or CPA at the University, do not include it in your dossier.

14. Who chooses the internal referees? *The candidate should supply a list of potential referees who meet the criteria (Faculty in DoM or other U of T departments, e.g., Surgery; not in your university division; not close collaborators or personal associates; not members of the DoM promotion committee; no collaboration within the past 5 years). The DDD will offer additional names as options.*

- **Your referees do not need to know you personally** – they are speaking to your professional reputation.
- **DO NOT reach out to your referees directly.** If you contact them, it can create a conflict of interest. The DoM Promotions Administrator will contact all referees on behalf of the candidates.

15. Can I choose referees from the division or Department where I hold a cross-appointment? *Yes, but only if they meet the criteria for internal referees (i.e. no collaborations or potential conflict of interest).*

16. If I am pursuing the rank of Full Professor, do my external referees need to be international? *Yes. The committee needs a minimum of 3 letters from referees outside of Canada.*

- **If you were recruited to U of T from another University outside of Canada:** External referees should not be prior colleagues and friends from that University.

17. When should I waive the requirement to provide External Referees? *If you are seeking promotion based on Sustained Excellence in Teaching (i.e., you are not claiming excellence in either CPA or Research), then external referees are recommended to be waived.*

18. I am concerned about being seen as arrogant by the committee. *Remember that while your accomplishments should speak for themselves, this is not the time to be shy. Take the opportunity to call attention to your successes and highlight your impact in your field and on the health, or future health, of Canadians.*