

## Junior Promotions 2017-2018: Lecturer to Assistant Professor Level

The Department of Anesthesia's Departmental Appointments Committee (DAC) has the principal job of reviewing candidates recommended for junior promotion to the rank of Assistant Professor.

The Faculty Appointments Advisory Committee (FAAC) describes the following criteria for a promotion from the rank of Lecturer to Assistant Professor:

- 1) **Advanced Degree:** A faculty member who holds a Lecturer appointment and successfully completes a recognized graduate program may apply for promotion to the rank of Assistant Professor.
  - The degree program must have been completed as documented by successful defense of a thesis or awarding of the degree submission of the request for promotion.
  - In some cases, a formal advanced training program deemed to the equivalent to a Master's level program may be acceptable.
  - In addition, it is expected that the candidate will have at least one or two published first authored peer-reviewed publications at the time of such a request.
  
- 2) **Sustained commitment to the academic mission:** A faculty member who demonstrates a sustained commitment to teaching, research, and/or creative professional activity over a period of time as a Lecturer may be considered for promotion to the rank of the Assistant Professor.
  - There is no defined length of time for "sustained" but it is generally taken to be at least three to five years.
  - Applicants will usually be expected to have at least one or two published first authored peer-reviewed publications at the time of such a request.
  - An application based on teaching excellence should be accompanied by a Teaching Dossier including supporting documentation (e.g. evaluations). Applications on other platforms (i.e. research, CPA) should also be supported by the relevant dossier and CV.
  - Administrative activities are taken into account in assessing candidates for promotions, but are given less weight than academic activities and cannot serve as the sole basis for promotion.

Please note that requests for promotion to the rank of Assistant Professor may be made at any time during the year, however, the DAC reviews these applications only twice times per year.



## Anesthesia UNIVERSITY OF TORONTO

**The deadlines for submission of complete applications packages for 2017-2018 are:**

- **Thursday, March 24, 2017**
- **Friday, October 27, 2017**
- **Friday, March 23, 2018**

### **How to apply:**

Using the online application form at <http://documents.med.utoronto.ca/WebForms/clinical>, complete the Application for a Clinical (MD) Promotion – Lecturer to Assistant Professor. The following documents are required when submitting the application:

1. Cover Letter addressed to the Chair indicating that you wish to seek promotion. Describe the basis for the promotion. Send as a PDF on letterhead with your signature included.
2. Letter of support from the hospital Chief, addressed to the Chair.
3. Curriculum Vitae (UofT format only)
4. Teaching Dossier (UofT format only)
5. Teaching Dossier Appendices (teaching evaluations, unsolicited testimonials, etc.)
6. CPA Dossier and Appendices.
7. Copy of your original Offer of Academic Appointment letter from UofT (signed).
8. Copy of your original Academic Job Description (signed).
9. Two to three internal letters of reference.

### **Contact Us**

For information regarding the junior promotions process, please contact [promotions.anesthesia@utoronto.ca](mailto:promotions.anesthesia@utoronto.ca)



**Junior Promotions: Lecturer to assistant Professor Level**

**CHECKLIST**

Name: \_\_\_\_\_

Hospital: \_\_\_\_\_

- Application for a Clinical (MD) Promotion – Lecturer to Assistant Professor (online).
- Cover Letter addressed to the Chair. Describe the basis for promotion. On letterhead with your signature.
- Letter of support from the Hospital Chief.
- Curriculum Vitae (UofT format).
- Teaching Dossier (UofT format)
- Teaching Dossier Appendices (teaching evaluations)
- (if applicable) CPA Dossier and Appendices.
- Copy of your original and signed UofT Academic Position Description.
- Two to three internal letters of reference. Should be sent directly to [promotions.anesthesia@utoronto.ca](mailto:promotions.anesthesia@utoronto.ca), addressed to the Chair, on institutional letterhead with signatures included.