**Tips for Applicants**

### Before you prepare your Promotion Materials

- Attend a promotion workshop, if possible.
- If you intend to apply for Tenure - review the FEC Guidelines and the new FEC Standards (you will be asked to select which of these standards you wish to be assessed under).
- If you intend to apply for Professor – Review the new FEC Standards.
- If you intend to apply for FSO promotion – Review the new FSO Standards.
- Review the information and templates provided on the [DoM website](#).
- Review feedback received during your 3rd Year Review or previous promotion.
- Discuss with your Division Director whether s/he would support your application at this time.

### Narrative Letter

- Contains headings that reflect your job description, including the % allocated to each domain of activity (e.g. ‘Research 30%').
- Is accurate, up to date and free of typos.
- Flows well and aligns with your job description.
- Conveys the impact of your activities and your areas of strength.
- Describes how problem areas were addressed, or are being addressed (e.g. a pattern of low teaching evaluations/negative comments from learners, or an issue with graduate student supervision).
- Ends with description of your future plans; what you would like to accomplish over the next 5 years.

### Curriculum Vitae

- Uses the DoM Standard Format CV Template.
- Is accurate, up to date and free of typos.
- Reflects your entire career.
- Specifies your role in committees (e.g. member, Chair) and dates served.
- Specifies your role in each grant or study and lists the corresponding dollar amounts.
- Includes only publications that are “published” or “in press”.
- Includes complete reference information for each publication.
- Does not include pending items (e.g. grants that have not been awarded, papers that were submitted but not accepted for publication).
- Font is consistent throughout.
- Date order is consistent throughout.

### Education Dossier

- Generated through the ARO and downloaded as an editable Word document.
- While the ARO automatically populates some sections of the dossier, this is not sufficient; you must review each section, edit and complete, as applicable. All information prior to 2009 must be added manually.
- Adjust the margins to ensure the tables do not extend past the edge of the page.
- Ensure it is accurate, up to date and free of typos.
- If you have (or have had) mean evaluation scores that are < 4.0/5.0, describe your efforts to improve (this may also need to be addressed in your narrative letter).
- Where mean evaluation scores are not available, remove the “0.00” that appears by default. A blank or a dash is preferable to a “0.00”.

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Tenure Track Promotions – Department of Medicine

January 4, 2019
Teaching Evaluations

- **ALL** original teaching evaluations are attached to your Education Dossier (including UME, PME and DL, as applicable).
- Do not omit lower evaluations or negative comments.

Works of Scholarship

- Include your 5 best works of scholarship.
- More recent works of scholarship are preferable.
- Examples of Works of Scholarship:
  - Publication
  - Book chapter
  - Curriculum
  - Manual
  - Guideline
  - Online publication
  - Reflective summary of a clinical or educational initiative and measurement of its impact (evaluations, etc.).
  - Written Terms of Reference for a clinic or other clinical endeavor you have established.

Letter(s) of Support

- A Letter of Support from your Division Director is required.
- Additional letters of support are **not** required but may be appropriate in specific instances. They should be included **only if** they serve to elevate the submission by demonstrating or confirming an aspect of the applicant’s work is particularly noteworthy. For example:
  - Letter of support from a former mentor who is frequently listed as a collaborator, confirming the applicant’s independence;
  - Letter of support from clinical or educational leadership describing the importance and impact of an innovation that was developed or implemented by the applicant;
  - Letter of support from the Chair of a Committee on which the applicant has a major role.
- A Letter from the Chair will be added **after** you have submitted your materials – you do not need to request this.

Referee List *(not applicable for 3rd Year Reviews)*

- Provide a list of potential referees by completing the appropriate template.
- Potential referees must be **at your aspired rank or higher**.
- Do not include clinical faculty members on your list of potential referees.
- Do not include individuals who have (or have had) a close relationship with you.
- Do not contact the potential referees to request a letter – this is done by the Chair’s office only.

After you have prepared your Promotion Materials

- Ask your mentor (or a trusted colleague) to review your materials and provide candid feedback, then make appropriate revisions.
- Meet with your Division Director to review your Narrative Letter and your List of Referees, then make appropriate revisions.
- Carefully proofread your materials and update all information before submitting.