# Tips for Applicants

## Before you prepare your Promotion Materials

- Meet with your Division Director to discuss.
- Attend a promotion workshop, if possible.
- If you intend to apply for Tenure and you joined the DoM prior to July 1, 2019, review the previous FEC Guidelines and the current FEC Standards - you must select which of these documents you wish to be assessed under. If you joined the DoM on or after July 1, 2019, you will be assessed under the current FEC Standards.
- If you intend to apply for Professor – review the current FEC Standards.
- If you intend to apply for FSO promotion – review the FEC Standards for FSOs.
- Review the information and templates provided on the DoM website.
- Review feedback received during your 3rd Year Review or previous promotion.

## Letter of Application

- Appears on your Division or Institution letterhead (on page 1 only).
- Ideally, no more than 5 pages in length, 7 pages maximum.
- Includes page numbers.
- Contains headings that reflect your position 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 position description.
- Conveys the impact and significance of your activities, and your areas of strength.
- Describes how problem areas were addressed/are being addressed (e.g. a pattern of low teaching evaluations/negative comments from learners, or an issue with graduate student supervision).
- Ends with a brief description of future plans; what you would like to accomplish over the next 5 years.

## Curriculum Vitae

- Uses the DoM Standard Format CV Template.
- Includes page numbers.
- 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. NOTE: 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.
- 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 letter of application).
- Where mean evaluation scores are not available, remove the “0.00” that may appear by default. A blank or a dash is preferable to a “0.00”.
- If a mean evaluation score is not “out of 5”, include the denominator in the summary table.

**Teaching Evaluations**
- Include **ALL** original teaching evaluations (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. (If you have > 30% research, include your 5 best papers).
  - 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 (through evaluations, etc.).
    - Written Terms of Reference for a clinic or other clinical endeavor you have established.
- Preface your works of scholarship with a Statement/Cover Page, briefly describing your specific contribution to each work, its impact and significance. Provides important context for referees and FEC.

**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 and demonstrate/confirms that an aspect of your work is particularly noteworthy. For example:
  - Letter of support from a former mentor/supervisor who is frequently listed as a collaborator, confirming your independence;
  - Letter of support from clinical or educational leadership describing the importance and impact of an innovation that was developed or implemented by you;
  - Letter of support from the Chair of a Committee on which you have a major role.
- A Letter from the Chair, DoM, 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” or “honorary” 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.