



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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APPLICATION FOR PROFESSOR OR ASSOCIATE PROFESSOR HONORARIUS

Dear Applicant:

Please send the **letter** of application for bestowment of the honorarius title including the following materials to the address indicated below. **The promotion application deadline is Sept. 15th for bestowment the following July 1st.**

The application should highlight the contributions made by the faculty member during the course of their academic career particularly those made at NOSM in the following areas: Teaching and Assessment of Teaching, Clinical Competence, Administration, Research and Scholarly Activity.

The application should include the following materials:

- Updated curriculum vitae
- Itemized list of academic administrative service
- Copy of the research/creative works that you wish to have considered in your application
- Please provide a minimum of three references. References must be members of the NOSM Clinical Sciences Division. (Complete form below)

Notice of Collection

The Northern Ontario School of Medicine (NOSM), as the Faculty of Medicine for Laurentian University and Lakehead University, collects personal information for the purpose of faculty and program evaluation at NOSM including faculty appointment, renewal, promotion, committee work, and program improvement etc. In addition, information may be shared with Lakehead University and Laurentian University as required to administer learner programs. We respect your privacy and at all times your information will be protected in accordance with the *Freedom of information and Protection of Privacy Act*. Direct any questions regarding this collection to the Planning and Risk Director, Grace Vita at (807)766.7396, 955 Oliver Road, Thunder Bay, Ontario, or grace.vita@nosm.ca.

Please submit your completed and final promotion application package to:

Northern Ontario School of Medicine
Attention: Clinical Sciences Division
955 Oliver Road, Rm # AT 6025A, Thunder Bay, ON P7B 5E1
Fax: 705.662.7265
Email: divclinsci@nosm.ca



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APPLICATION FOR BESTOWMENT OF HONORARIUS TITLE REFERENCE FORM

Please provide a **minimum of three references** who are members of the faculty member's Division. A NOSM Section Chair or Division Head, will request written assessment of the application. The nominee's Section Chair and NOSM Division Head cannot be references, nor the members of the NOSM Joint & Stipendiary Faculty Promotions Committee. These references will be forwarded a copy of the nominee's curriculum vitae to assist them in preparing the reference. To view the list of NOSM Section Chairs, please [click here](#).

CHOOSING ARM'S LENGTH REFERENCES

Best practice in quality assurance ensures that references are at arm's length from the candidate being reviewed. This means that the candidate is not close friends, current or recent collaborators, former supervisor or advisor.

Arm's length does not mean that the reference must never have met or even heard of the candidate. It does mean that references should not be chosen who are likely, or perceived to be likely, to be predisposed, positively or negatively, about the candidate.

Please see some helpful examples of what does and does not constitute a close connection that would violate the arm's length requirement.

Examples of what may not violate the arm's length requirement:

- Appeared on a panel at a conference with the candidate;
- Served on a granting council selection panel with the candidate;
- Author of an article in a journal edited by the candidate, or of a chapter in a book edited by the candidate;
- External examiner of a dissertation by the candidate
- Presented a paper at a conference with the candidate
- Invited to present a paper at a conference organized by the candidate, or to write a chapter in a book edited by the candidate
- Co-author or research collaborator with the candidate more than seven years ago
- Presented a guest lecture at the request of the candidate
- Reviewed for publication a manuscript written by the candidate

Examples of what may violate the arm's length requirement:

- A clinical colleague;
- A business associate in a group practice;
- A regular co-author and research collaborator with the candidate, within the past seven years, and especially if that collaboration is ongoing
- Close family/friend relationship with the candidate
- A regular or repeated external examiner of dissertations by doctoral students
- Acted as a doctoral supervisor for candidate

**External references: Defined to having the expertise to enable a critical evaluation of the candidate, and be at arm's length with respect to the candidate.*

1.

Name: _____

Relation to you: _____

Mailing Address: Street _____

City, Province _____

Postal code _____

Phone Number: _____

Email address: _____

2.

Name: _____

Relation to you: _____

Mailing Address: Street _____

City, Province _____

Postal code _____

Phone Number: _____

Email address: _____

Con't

3.

Name: _____

Relation to you: _____

Mailing Address: Street

City, Province

Postal code

Phone Number: _____

Email address: _____

4.

Name: _____

Relation to you: _____

Mailing Address: Street

City, Province

Postal code

Phone Number: _____

Email address: _____

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Fax: 705.662.7265
Email: divclinsci@nosm.ca