



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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APPLICATION INSTRUCTIONS FOR PROMOTION IN THE MEDICAL OR HUMAN SCIENCES DIVISION

Dear Applicant:

Please send your application letter for promotion including the following materials to the address listed below. The complete application will all supporting documents for promotion shall reach the Division Head no later than September 30th for decision in that academic year. The promotion, if granted will take effect on July 1st, the first day of the new academic year.

The following information must be attached to the promotion application:

- An updated curriculum vitae
- A detailed contributions/teaching dossier, outlining the academic teaching or academic administrative services made to NOSM in the past five years.
- A copy of the research and creative works that you wish to have considered in the examination of the application.
- **For promotion to Professor only:** External Referee's References form (enclosed):

The names and contact information of four external referees, at least two of whom, are from outside Lakehead and Laurentian Universities, qualified to assess the research and creative works of which two will be chosen by the Division Head. An additional two external referees shall be chosen by the Division Head after consultation with members of the applicant's Division. The Division Head will forward the candidates application to the external referees and request a written opinion.

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.



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EXTERNAL REFEREES REFERENCE FORM

If you are applying for the rank of Professor, please list the names of **four** external referees. An external referee must have expertise to enable a critical evaluation of the applicant, and be at arm's length with respect to the applicant. The external referee **cannot be a NOSM faculty member**; a member of the Joint and Stipendiary Faculty Promotions Committee (JSFPC), the applicant's Masters, Ph.D., or postdoctoral supervisor; or, a research collaborator. The Division Head will forward a copy of the applicable policy, the applicant's application, all required documentation and request a written opinion.

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: _____



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EXTERNAL REFEREES REFERENCE FORM (CONTINUED)

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: _____

**Applications, electronic or hardcopy, to be forwarded to the appropriate
Division Head and submitted to:**

**Northern Ontario School of Medicine
Attention: Medical/Human Sciences Division
935 Ramsey Lake Road,
Sudbury, ON P3E 2C6
Fax: 705.675.4858
Email: bbeaudoin@nosm.ca**