



Northern Ontario
School of Medicine

École de médecine
du Nord de l'Ontario

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Preparing your Promotion Dossier

A Quick Reference Guide for Clinical Faculty

For the purposes of this document, promotion refers to the advancement of rank from Lecturer to Assistant Professor, Assistant Professor to Associate Professor and Associate Professor to Full Professor.

Your promotion application should highlight your achievements in the past five years, since appointment or last promotion.

Promotion Timelines and Deadlines

Prior to June 1 the applicant should request, in writing to the Faculty Affairs, Clinical Sciences Coordinator (divclinsci@nosm.ca), a meeting with their Section Chair/Division Head.

No later than Sept 30 all promotion applications and supporting documents must be submitted to the Faculty Affairs, Clinical Sciences Coordinator (divclinsci@nosm.ca).

By Dec 31 the Section Chair/Division Head will prepare an assessment /recommendation for each applicant and forward it to the Chair of the Joint and Stipendiary Faculty Promotions Committee

By May 30 of the following year the Chair of the Joint and Stipendiary Faculty Promotions Committee will forward to the Dean written notice of the Committee's recommendations.

By June 30 the Committee's recommendations are shared with the applicants.

Successful promotion takes effect July 1 of the year following application.



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Overview of Promotion

Joint and stipendiary faculty can earn promotion through high performance demonstrated through activities such as those listed below. Demonstrated satisfactory activity in the majority of the criteria or **excellence in one or more areas may provide justification for promotion**. It is understood that greater participation is required as a faculty member progresses through the ranks. Similarly, research activity is a requirement for the rank of Professor.

1. Clinical competence

- Excellence in clinical practice (including leadership in clinical administration)
- Innovation in delivery of care
- Patient safety and/or Quality improvement initiatives
- Areas of special expertise
- Regional patient referral base is desirable (for specialists)

Means of evaluating clinical competence for promotion:

- Professional references who are familiar with your performance (see attached reference form)
- Statements about your clinical excellence in the Chair's/Division Head's recommendation letter

2. Teaching

- Demonstrated excellence in teaching as shown by formal learner evaluation
- Lectures and courses given at regional, provincial and national venues
- Letters from previous learners
- Statements about excellence in teaching in the Chair's/Division Head's recommendation letter

3. Administration

Administrative service to the academic community includes:

- a) service in professional organizations, PCTA, NOAMA, NOSMFSM, hospital committees, local community administrative service, learned societies, and disciplinary associations, and/or voluntary practice of the faculty member's profession, which support and/or promote the advancement of research, scholarship, teaching, artistic creation, or professional development, and/or improve the working conditions of academic faculty;
- b) Holding office on executive boards and committees, and general administrative duties (e.g. Section Chair, Assistant Dean,



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Associate Dean, Program Director, Division Head, Module Coordinator, Theme Course Chair);

- c) Demonstrated record of academic service. Service includes internal activities related to the functioning of the School and activities external to the School. Factors that may be considered include, but are not limited to, mentoring of faculty or colleagues, participating in School and Divisional committees and community service where the individual has made a contribution by virtue of special academic competence.

4. Research and Scholarly Activity

Please ensure to cite your rank and NOSM affiliation

Copies of your research and creative works you wish to have considered as part of your application. You may attach a clear and detailed description of these works when the works are such that their physical submission is not practical.

Examples of scholarly activity include:

- a) research directed towards a contribution to knowledge and the dissemination of its results;
- b) participation in those academic activities that contribute to the enhancement, creation and dissemination of knowledge;
- c) creative and professional activities which contribute to one's discipline;
- d) research directed towards improving the social accountability of health professional education and/or research to communities.

It is also understood that the foregoing forms of scholarly activity are not necessarily to be given equal weight and application for each Division. In such situations, you must provide other evidence of scholarly activity.

Scholarly activity may also involve:

- a) peer reviewed publications;
- b) the writing or editing and publication of books, textbooks, journals and of articles;
- c) the acquisition of additional appropriate academic and/or professional qualifications;
- d) research carried out on research grants and contracts;
- e) the writing of case studies;
- f) the development of teaching materials of an innovative sort which have a wider application than the faculty member's own teaching activities;



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- g) the compilation and publication of scholarly bibliographies and literary work;
- h) the translation and publication of scholarly or literary work;
- i) literary and artistic works appropriate to one's discipline;
- j) demonstrated leadership in the area of professional education, including workshops;
- k) creative application of existing knowledge through such activities as consulting or workshops;
- l) written and oral reports prepared for community and government institutions.

Additional credentials for promotion:

- Innovative contributions to education
- Program development
- Curriculum development
- Community service
- Awards

Preparing Your Promotion Application

Preparing your application can be time consuming. Please give yourself adequate time to compile all the information required. To assemble the materials for your application you will need to work on several fronts simultaneously – updating your CV, completing your Contributions Dossier, requesting faculty evaluations from the Faculty Evaluation Coordinator, requesting recommendation letters and writing your personal statement.

The Promotion Application Breakdown

All stipendiary faculty promotion applications **must include:**

1. An updated **CV**
2. **A personal statement**

Your statement is an opportunity to briefly summarize your accomplishments in the areas of clinical competence, teaching, administration, research and scholarly activity. Your statement should be no longer than two pages and should include:

- Contributions and achievements in clinical activities, services and administration



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- Overall amount of teaching done (number and type of learners, teaching philosophy specific successes and innovations)
- Projects currently in progress
- Overall teaching goals and objectives
- Plans to remedy any perceived shortfalls

3. Reference letters

NOSM requires evidence of your excellence in clinical care and teaching. These references should be familiar with your professional ability as related to patient care, teaching and scholarly activity. When notifying your references that their names have been submitted as part of your application, we would recommend that you send along a copy of your CV to each of your references for their information and reference. For promotion to Assistant or Associate professor you will need to provide a minimum of three references from members of your NOSM division with the majority of your references being at an “arms-length” relationship. For promotion to Professor you will need to provide four external references, two of which must be from outside the host universities (Lakehead and Laurentian) and qualified to assess your research and creative works (please complete and return reference form provided).

4. Faculty evaluations

NOSM requires you to demonstrate excellence in teaching. Formal learner evaluations from the last five years or since time of appointment/last promotion can be obtained from the Faculty Affairs Evaluation Coordinator, Ms. Debbie Reed, at debbie.reed@nosm.ca. If there are no formal evaluations on file for you, please indicate that in your personal statement.

5. A completed Contributions Dossier

The Contributions Dossier is a comprehensive log of all your achievements in the past three years. The Dossier can be found at www.nosm.ca/dossier/ and is meant to include a broad range of activity including, but not limited to, teaching (extensive quantitative data will serve you well), research or creative works, serving on committees, information of your continuing and professional development, etc. Unlike much of the other documentation that you provide to the Promotions Committee for review which is handled through Faculty Affairs, scheduling of faculty is done directly by



NOSM Program staff. As such, when updating your Contributions Dossier any questions regarding teaching activity should be directed to the specific program(s) involved.

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The Joint and Stipendiary Faculty Promotions Committee will review every document within your application. Your application represents you and is your opportunity to ensure the Committee recognizes your full range of accomplishments to date. Furthermore, ensuring that your complete information is provided will assist you in avoiding processing delays with your application.

This booklet is intended to be a quick guide for the promotion process; however, it is recommended that you refer to the Joint and Stipendiary Faculty Promotions Policy for more detailed information regarding promotion. The Policy can be found at www.nosm.ca/csdfacultypromotionapplication/.

Once you have updated your CV, completed your dossier, written your personal statement, and collected your learner evaluations and reference letters you are going to want to set up a meeting with your Section Chair or Division Head. Contact information for the Section Chair's/Division Head's contact information can be found at <https://www.nosm.ca/faculty/clinical-sciences/contact-us/>. If no Section Chair exists for your discipline, please contact your Division Head.

You are going to want to use your meeting with the Section Chair / Division Head to discuss your eligibility for promotion, to identify revisions and additions to your CV and Dossier and to discuss your overall progress towards promotion.

Final Promotion Application Checklist.

- Personalized Statement
- Updated CV
- Completed Contributions Dossier
- Learner Evaluations
- Copies of creative works/publications
- Reference form
- Completed meeting with Section Chair/Division Head

You're done!

Please submit your completed promotion application, via email, to:

Administrative Coordinator
Clinical Sciences Office Coordinator
Email: divclinsci@nosm.ca

Good luck!