



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
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## APPLICATION/INSTRUCTIONS FOR PROMOTION CLINICAL SCIENCES DIVISION

Dear Applicant:

Please send your **letter** of application for promotion including the following materials to the address indicated below. The promotion application deadline is September 30<sup>th</sup> for promotions the following July 1<sup>st</sup>.

Your promotion application should highlight your contributions made in the last five years / since appointment or last promotion in the following areas: Teaching and Assessment of Teaching, Clinical Competence, Administration, Research and Scholarly Activity.

An application for promotion should include the following materials:

- Updated curriculum vitae
- Academic Contributions Dossier (available on website at [www.nosm.ca](http://www.nosm.ca) )
- Itemized list of academic administrative service
- Copies of recent learner evaluations within the last five years, or since appointment or last promotion
- Copy of the research/creative works that you wish to have considered in the application for promotion. **Please ensure to cite your rank and NOSM affiliation on publications**
- **For Promotion to Assistant or Associate Professor**  
Please provide a minimum of three references. References must be members of the NOSM Clinical Sciences Division. (Complete form below)
- **For promotion to Professor**  
Please provide a minimum of four external references Two references must be from outside the host universities (Laurentian/Lakehead University) and are qualified to assess your research and creative works. (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](mailto:grace.vita@nosm.ca) .

Please submit your completed promotion application package to:

Northern Ontario School of Medicine  
Attention: Clinical Sciences Division  
955 Oliver Road, Thunder Bay, ON P7B 5E1  
Fax: 705.662.7265  
Email: [divclinsci@nosm.ca](mailto:divclinsci@nosm.ca)



3. Name:  
Relation to you:  
Mailing Address Street:  
City, Province:  
Postal code:  
Phone Number:  
Email address:

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Relation to you:  
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