

APPLICATION/ INSTRUCTIONS FOR JOINT AND STIPENDIARY FACULTY PROMOTION

Dear Applicant:

Please submit your **letter** of application for promotion, including the following materials, through the online submission form on NOSM U's website: [Joint and Stipendiary Faculty Promotion Application | NOSM U](#). The promotion application deadline is September 30 for promotions the following July 1.

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, Administration, Research, Scholarly Activity, and Clinical Competence for faculty in Clinical Sciences.

An application for promotion should include the following materials:

- Updated curriculum vitae ([template on website](#))
- Academic Contributions Dossier ([template on website](#))
- 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 U affiliation on publications.**
- Clinical Sciences Division ONLY required to provide copies of recent learner evaluations within the last five years, or since appointment or last promotion; and
- Provide an itemized list of academic administrative service.
- Updates/changes to the application from previously unsuccessful applications.

References:

- **For promotion to Professor – ALL Divisions**
Please provide a minimum of four external references. Two references must be from outside Laurentian and Lakehead University and are qualified to assess your research and creative works. (Complete form below)
- **For Promotion to Assistant or Associate Professor – Clinical Sciences Division**
Please provide a minimum of three references. References must be a NOSM U Faculty member. (Complete form below)
- **For Promotion to Assistant or Associate Professor – Human & Medical Sciences**
The Division Head will request a written assessment from three faculty members of the division.

Notice of Collection

NOSM University collects personal information for the purpose of faculty and program evaluation at NOSM U, including faculty appointment, renewal, promotion, committee work, and program improvement etc. 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 gvita@nosm.ca.

APPLICATION FOR PROMOTION
REFERENCE/REVIEWER FORM

Clinical Sciences Faculty: If you are applying for rank of Assistant or Associate Professor, please provide **a minimum of three references/reviewers** who are faculty members at NOSM University. A NOSM University Section Chair or Division Head will request written assessments of your promotion application. Your NOSM U Section Chair and Division Head cannot be references/reviewers, nor the members of the NOSM U Joint & Stipendiary Faculty Promotions Committee. These references/reviewers will be forwarded a copy of your curriculum vitae to assist them in preparing your reference/review. [View the list of Section Chairs](#) in NOSM U's Clinical Sciences Division.

Human/Medical/Clinical Faculty: If you are applying for the rank of Professor, please provide **a minimum of four *external reviewers**. Two reviewers must be from outside Laurentian or Lakehead University who are qualified to assess your research and creative works. An external reviewer **cannot be a NOSM U faculty member**; the applicant's Masters, Ph.D., or postdoctoral supervisor; or a research collaborator. Faculty members from Lakehead or Laurentian are allowed, as are employment supervisors who meet the criteria stated above. These external reviewers will be forwarded a complete copy of your promotion application to assist them in preparing your review.

**External reviewers: 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:
Rank/Title:
Relation to you:
Mailing Address Street:
City, Province:
Postal code:
Phone Number:
Email address:

2. Name:
Rank/Title:
Relation to you:

Mailing Address Street:

City, Province:

Postal code:

Phone Number:

Email address:

3.

Name:

Rank/Title:

Relation to you:

Mailing Address Street:

City, Province:

Postal code:

Phone Number:

Email address:

4.

Name:

RankTitle:

Relation to you:

Mailing Address Street:

City, Province:

Postal code:

Phone Number:

Email address:

Please submit your completed promotion application package through our online form:
[Joint and Stipendiary Faculty Promotion Application | NOSM U.](#)

Email stipjointfacpromotions@nosm.ca if you experience any difficulties
and need assistance with submitting your promotion application.