



2024-2025 Senior Promotion to Associate Professor and Professor Letter of Intent Instructions

updated Feb 3, 2024

Deadline: Monday, March 18, 2024

Submit your letter of intent (LOI) and CV via email to: [Xilonem Lopez](mailto:Xilonem.Lopez)

1. Letter of Intent (LOI)

- The LOI is the cover letter of your promotion dossier. It must **identify rank and platform for promotion**. You must indicate excellence in *at least one* of the following platforms: Research, Creative Professional Activity (CPA), Teaching. Teaching must *at least* be competent.
- Summarize your accomplishments since your last promotion or since your appointment. For example, when you are counting the number of peer reviewed papers published since your promotion or last appointment:
 - a) if your university appointment was effective March 1, 2018, only papers published after this date would be counted as part of this total;
 - b) if your last promotion was effective July 1, 2017, only papers published after this date would be counted as being published since your last promotion.

If you are unsure of the effective date of your appointment or promotion, please contact imp.hr@utoronto.ca.

- For those applying based on [Creative Professional Activity \(CPA\)](#), please indicate your contribution in terms of:
 - i. Professional Innovation and Creative Excellence,
 - ii. Contributions to the Development of Professional Practices, and/or
 - iii. Exemplary Professional Practice.
 - Describe your accomplishments and **impact** at the national level (for Associate Professor) or international level (for full Professor.)
 - Detailed [information about the different platforms and criteria for promotion](#) can be found on the LMP website. You are encouraged to review the [Promotion Manual](#) and present your accomplishment following its terminology.
 - c) **CV** (must use the [Temerty Faculty of Medicine CV format](#))
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LOI Review and Decision

The Department Chair and Departmental Promotions Committee (DPC) Chair review all submitted LOIs. You will be contacted by mid-April with information on next steps. For a **detailed process timeline for the 2023-2024 promotion cycle** visit [LMP's Promotion guidelines: to Associate Professor and Professor](#).

Resources and Questions

Contact [Xilonem Lopez](mailto:Xilonem.Lopez) to obtain LOI template, see sample promotion dossiers, or for questions about the required documentation.