



## Promotion Dossier Requirements (to Associate Professor and Professor)

updated February 10, 2024

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**Deadline: Friday, May 24, 2024**

**Submit documents to:** [Xilonem Lopez](#)

**Submit by:** email or dropbox or hospital portal

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**Note:** Templates can be downloaded via [Sharefile](#) or the [LMP website](#).

### 1. Internal Documents for Departmental Use:

- a) Submit [Promotion Checklist \(see template\)](#) (**mandatory**)
  - b) Submit summary of [evidence of impact \(see template\)](#) (**mandatory**)
  - c) Include a Table of Content for large dossiers, i.e. if you have many attachments (optional)
  - d) At-a-Glance summary of your national/ international impact (**mandatory**)
    - E.g. [template for Excellence in Research](#)
    - E.g. [template for Excellence in CPA](#)
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### 2. Cover Letter

- a) Your cover letter is your updated Letter of Intent (LOI). Address the following points in your letter:
  - Reason for seeking promotion, clearly indicating your pathway. You must be excellent in at least 1 pathway and teaching must at least be competent.
    - If you are being considered under Excellence/ Competence in CPA, indicate which sub-category(ies):
      1. Professional Innovation and Creative Excellence
      2. Contributions to the Development of Professional Practices
      3. Exemplary Professional Practice
    - Example 1: "I am requesting promotion on the basis of **Excellence in Research** and **Competence in Teaching and Education**."
    - Example 2: "I am requesting promotion on the basis of **Excellence in Creative Professional Activities**, subcategories "Professional Innovation and Creative Excellence", and "Contributions to the Development of Professional Practices," and **Competence in Teaching and Education**."
  - Short narrative of your academic career history (one paragraph)
  - For Status-Only faculty with PhDs and clinical responsibilities such as our lab scientists, geneticists, clinical microbiologist, clinical biochemist, etc., it is very important that you

briefly describe your job description with percentage split between clinical and academic activities,

- For example, “As a clinical PhD in charge of a hospital laboratory, I do not have a separate research laboratory, but utilize the cases and projects within the core laboratory for my scholarly activities.”
- Briefly summarize your accomplishments and their impact since your last promotion or since your appointment. Highlight most important accomplishments first.
  - Promotion at the **Associate Professor** level must be supported by evidence of an impact (recognition) at the **national** level.
  - Scholarship for promotion at the level of **Full Professor** must be supported by a distinguished **international** reputation.
- Organize your accomplishments in the following order/sections:
  - research, if applicable
  - creative professional activity, if applicable
  - teaching
  - administrative service

**REMINDERS to create a strong cover letter:**

- Write your letter so that a non-specialist in your field could understand.
  - Always spell out acronyms for the first time.
  - Highlight most important accomplishments first.
  - Excellence in Research are typically 3-5pages. Excellence in CPA are typically 5-7 pages MAX. Excellence in Teaching are typically 3-5 pages.
  - Organize your cover letter per the order (and tips) in the [LMP Cover Letter Templates](#).
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### 3. Curriculum Vitae

- a) The CV you submit must use the [Temerty Faculty of Medicine CV \(see template\)](#).

**REMINDERS to create a strong CV:**

Review your CV and make sure that citations are complete and that you are using the TFOM terminology. Below are some common CV errors that make reviewing /understanding your accomplishments more difficult for reviewers.

**Common errors in GRANTS section:**

- Not indicating your role
- Not including total amount of award
- Not indicating how much of the award is allocated to your lab

***This is how you should cite your grants / awards:***

2013 Oct - 2018 Sep **Principal Investigator**. Quisque auctor semper euismod. Aenean vel pulvinar nisi, consequat laoreet neque. Canadian Institutes of Health Research (CIHR). Open Operating Grant. PI: Smith, John. 749,900 CAD. 500,000 CAD to Smith Lab. [Grants / Renewal] **Ranked 1st on CIHR Genetics panel.**

**Common errors in PEER REVIEWED PUBLICATION section:**

- Not numbering your publications.
- Incomplete publication citations. E.g. missing year, missing publication name, etc.
- Not underlining your trainees under publications section.
- **Common errors in the “Journal Articles” Section:**
  - Including manuscripts that have been submitted, but have NOT been accepted for publication.
    - There is a separate section for these submitted manuscripts.
  - Including publications that are not based on original research or were not published in a peer-reviewed journal in the “Journal Articles” section.
    - E.g. **Do not include case reports, editorials, letters to the editor**, or clinical guidelines that were ONLY published on a society’s website in the peer-reviewed publication section.
- Not writing your role for each paper: refer to CV template for accepted Temerty Faculty of Medicine terminology, e.g. **Co-/ Principal Author** or **Co-/ Senior Responsible Author**, etc.

**Common errors in PRESENTATIONS and SPECIAL LECTURES section:**

- Not indicating your presentation role. Refer to CV templated for accepted Temerty Faculty of Medicine terminology. E.g. Chair, Invited Speaker, Keynote Speaker, Lecturer, Presenter, etc.
- Not indicating if your presented abstracts were podium presentation or poster presentation.
- Not clearly indicating if a Separate out podium (oral) presentation and invited presentation
- Not underlining your trainees under presentations section.

**Other Tips for your CV:**

- In the “Professional Affiliations and Activities” section, organize your this by geographical location
- In the “Other Research and Professional Activities” section, list collaborators by geographical location
- The Research and CPA statements, and Teaching philosophy are brief summaries of your longer statements.

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#### **4. Most Significant Publications**

- a) Provide list of 5 most significant publications, including a short paragraph describing the significance of each paper and your contribution. **These papers must be since your last promotion or since your appointment to LMP.**

- E.g. 1: If your university appointment start date was March 1, 2018, only papers published after this date could be part of this list.
- E.g. 2: If your last promotion was effective July 1, 2017, only papers published after this date could be part of this list.
- If you are unsure of the effective date of your appointment or promotion, please contact [Imp.hr@utoronto.ca](mailto:Imp.hr@utoronto.ca).

b) Provide copies of your 5 most significant publications.

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## 5. Research Documentation

- a) Research Statement and impact (as a pdf document), if applicable. (~3 pages)
  - Candidates who are involved in research activities (even those who are being considered under the CPA pathway) will need to submit a research statement.
- b) Personal Citation Report (use Web of Science or Scopus, access via UofT Library <https://gerstein.library.utoronto.ca/>)
- c) [Data Summary Sheet, Research Awards](#), if applicable
  - Only include research awards if the funding continued and/or began after your last promotion or the start of your university appointment.
- d) [Data Summary Sheet, Refereed Publications](#), **mandatory for all candidates**
  - Only include papers published after your last promotion or your university appointment. See below for examples.
- e) [Data Summary Sheet, Research Supervision](#), if applicable
  - Only include research supervision that continued and/or began after your last promotion or the start of your university appointment. See below for examples.

### Examples of “cut off” dates for which papers/grants/activities would be counted:

- E.g. 1: If your university appointment start date was March 1, 2018, only papers published after this date should be included in these data summary sheets.
- E.g. 2: If your last promotion was effective July 1, 2017, only grants that were still in effect or were awarded after this date should be included in these data summary sheets.

If you are unsure of the effective date of your appointment or promotion, please contact [Imp.hr@utoronto.ca](mailto:Imp.hr@utoronto.ca).

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## 6. Creative Professional Activity Documentation, if applicable

If Creative Professional Activity (CPA) applies to you, please read the [LMP Promotions Task Force – Creative Professional Activity Report](#). It is important to write a compelling narrative to describe your activities.

- a) [Creative Professional Activity \(CPA\) Report](#) (see template, no page limit)
- Your report must give the reader a clear and concise view of your accomplishments, the impact and the evidence of this impact.

### **REMINDERS to create a strong CPA Report:**

- Describe your key accomplishment(s) since your last promotion.
    - Highlight most important accomplishments first.
    - Describe each accomplishment separately.
    - It may be necessary for you to provide some background for reviewers who are non-specialists in your field.
    - Clearly describe your role in each development/accomplishment.
  - Explain the level of impact or influence for each accomplishment.
    - Identify if impact or influence was local, provincial, national, or international.
    - Who were the affected stakeholders (e.g. clinicians, hospital staff, public, etc.)
  - Address the sustainability of the work. What is the vision for the future? Address funding sustainability, if applicable.
  - Note special awards and recognition received as a result of your work.
  - Spell out acronyms for the first time.
- b) Supporting document for each CPA theme. For each of your CPA themes, collate supporting documents that demonstrate evidence /proof of impact into one document.

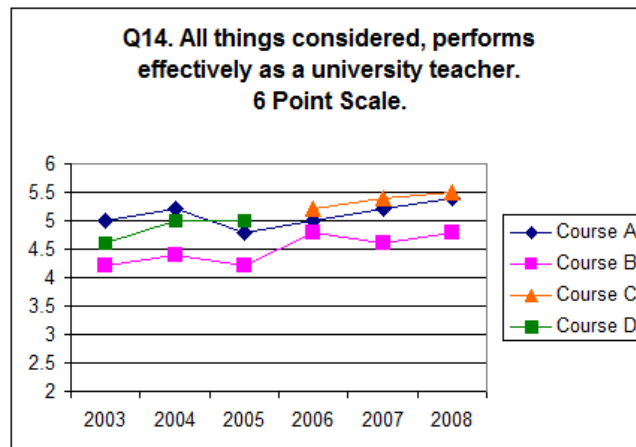
### **REMINDERS to compile strong CPA supporting documentation:**

- **Examples of supporting documentation for CPA:** letter(s) of support from other institutions or organizations who have adopted your initiatives; invitations to address major conferences; conference organization activities; peer-reviewed publications; websites; workshops; data graphs uptake of your program; letters confirming new collaborations; editorials that illustrate international impact of publication; review articles referring to work; symposium presentation; samples of media reports and news clippings; invitations to membership in think-tank organizations; etc.
- **Letters of support from colleagues to support your claim** may also be part of your CPA supporting documentation. For example, if you are leading a program for a particular national committee, you might want to get a letter from the President of that organization to confirm your leadership role and how it has made an impact.

- c) For Quality Improvement activities that have not been published, it is highly recommended that you submit a QI report, e.g. [Standards for Quality Improvement Reporting Excellence](#) template.
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## 7. Teaching and Education Documentation

- a) [Teaching and Education Report \(see template\)](#), which must include:
- a [statement of your teaching philosophy](#), including an assessment of the impact of teaching activities.
  - A description of all activities related to the administration, organizational and developmental aspects of education.
    - Describe the nature and extent of your involvement and level of responsibility.
    - Clearly indicate when you had a major responsibility for the design of a course.
  - Note specific steps taken to improve your effectiveness as a teacher.
  - Give a summary of your teaching goals within the next 5 years.
- b) [Data Summary Sheet, Teaching \(see template\)](#), mandatory for all candidates
- c) [Data Summary Sheet, Mentorship \(see template\)](#), if applicable
- d) Attach supporting documentation such as course and lecture **outlines**, letters of invitation to teach at other centres, etc. **DO NOT attach copy of your slides.**
- e) Include **teaching evaluation reports or assessments.**
- For example, summaries of course assessments, per course, per year, results of peer assessments of teaching effectiveness, solicited and unsolicited testimonial letters from colleagues, letters from senior members of the Faculty who have made personal observations at national meetings, CE courses and/or seminars and symposia (if applicable).
  - If you have large number of teaching and course evaluations, it is highly recommended that a summary is provided that identifies the overall performance over time. For example:



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## 8. Administrative Service Documentation

- a) Write a brief outline of your service activities for the department, the Faculty of Medicine, the University, and your professional community or other targeted communities.
  - b) You may attach supporting documentation such as relevant documents that demonstrate the nature and impact of your service achievements.
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## 9. Referee Lists

**\*\*\* DO NOT SOLICIT THESE LETTERS. Suggest potential referees only. \*\*\***

a) [External Referees \(see template\)](#)

- External to the University of Toronto and its affiliated hospitals.
- **Must be arms-length referees:**
  - No former supervisors
  - No current or former collaborators (within the last 5 years)
    - E.g. If you are applying for promotion in 2024, you cannot have published something with someone in 2019 or after.
  - No current or former students
- Academic rank must be equal to or greater than the rank you are seeking for promotion.
- DO NOT submit more than 3 names.
- Ensure contact information is current.

b) [Internal Referees \(see template\)](#) (**Internal referees are optional**)

- Internal to the University of Toronto and its affiliated hospitals but NOT a faculty member of Laboratory Medicine & Pathobiology (**No cross-appointed LMP faculty.**)
- No former supervisors, collaborators (within the last 5 years) or students (i.e. cannot be co-authors or co-investigators/ co-applicants on grants.)
- Academic rank must be equal to or greater than the rank being sought for promotion.
- Ensure contact information is current.

c) [Colleague Referees \(see template\)](#) (**Colleague referees are optional**)

- Colleague referees should be able to understand your scholarly contributions and its impact in the field.
- It can be a current or previous collaborator (i.e. co-author on papers or co-PI/ co-applicants on grants.)
- Colleague referees can be (1) LMP faculty, (2) affiliated with UofT or (3) external to UofT
- Ensure contact information is current.
- **Preferred** if academic rank is equal to or greater than the rank being sought for promotion.

d) [Trainee Referees \(see template\)](#)

- May be current or former student.
- Must include at least one current or former University of Toronto trainee.
- Ensure contact information is current.

The Chair will seek assessments from other departments at the University of Toronto where the candidate holds cross-appointments, and may request other external and possibly internal referees. Internal referees will be sought beyond the candidate's local institution and will not necessarily be those named by the candidate.

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## 10. Sample Promotion Dossiers and Questions

Contact [Xilonem Lopez](#) to see sample promotion dossiers or for questions about the required documentation.