



## Promotion/ Reclassification Dossier Requirements (to Assistant Professor) Documentation Checklist

updated Feb 11, 2024

---

**Deadline (suggested):** Rolling deadline throughout the year.

**Submit documents to:** [imp.hr@utoronto.ca](mailto:imp.hr@utoronto.ca)

---

### 1. Cover Letter

Address the following points in your letter (~3-5 pages):

- reason for seeking promotion (e.g. excellence in research and competence in teaching)
- short narrative of your academic career history.
- for faculty with clinical duties, briefly describe your job description with percentage split between clinical and academic activities.
- brief summary of your accomplishments and its impact since your last promotion or since your appointment (please list your most significant accomplishments first):
  - research, if applicable
  - creative professional activity, if applicable
  - teaching
  - administrative service
- outline future direction
  
- Write your letter so that a non-specialist in your field can understand.

### 2. Curriculum Vitae

- Use the [Temerty Faculty of Medicine CV template](#)
- Please review your CV and make sure that citations are complete

### 3. Most Significant Publications

- 3.1 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 appointment to LMP.
- 3.2 Copies of your 5 most significant publications

### 4. Research Documentation

- 4.1 Research Statement and impact (as a pdf document), if applicable.

## 5. Creative Professional Activity (CPA) Documentation, if applicable

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

### 5.1 [CPA Report Template](#)

- Your report must give the reader a clear and concise view of your accomplishments, the impact and the evidence of this impact. The report should:
  - Describe your key accomplishment(s) since your last promotion (describe each accomplishment separately). It may be necessary for you to provide some background for reviewers who are non-specialist in your field.
  - Describe clearly your role in this development.
  - Explain the level of impact or influence – local, national or international position, and affected stakeholders (clinicians, hospital staff, public.)
  - Include a brief description of how this accomplishment showed exemplary professional practice (e.g. was it adopted by other institutions, etc.)
  - Address the sustainability of the work. What is the vision for the future? Address funding sustainability, if applicable.
  - Include evidence/proof of impact. For example attach: letter(s) of support from other organizations who have adopted your initiatives, invitations to address major conferences, conference organization activities, peer-reviewed publications, website, workshops, uptake of your program, new collaborations, etc. Editorials that illustrate international impact of publication, review articles referring to work, symposium presentation, samples of media reports and news clippings, membership in think-tank organizations.
  - Note special awards and recognition received as a result of your work.

5.2 Attach supporting document for each CPA activity (i.e. for each CPA activity, collate supporting documents in 1 pdf.)

5.3 Note 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

## 6. Teaching and Education Documentation

### 6.1 [Teaching and Education Report](#)

- Your report must include:
  - a [statement of your teaching philosophy](#), including an assessment of the impact of teaching activities.

- Describe 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 indicating when you had a major responsibility for the design of a course.
  - Give a summary of your teaching goals within the next 5 years.
- 6.2 Attach supporting documentation such as course and lecture **outlines**, letters of invitation to teach at other centres, etc. DO NOT attach copies of your slides.
- 6.3 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).

## 7. Referee Lists

- i. [Colleague Referees](#)
  - 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 current contact information
  - For promotion/ reclassification to Assistant Professor, it is not necessary to suggest arms-length referees.
- ii. [Student Referees](#)
  - It can be current or former students.
  - Ensure current contact information

The Chair may seek assessments from other departments at the University of Toronto where the candidate holds cross-appointments, as well as other referees.

## 8. Sample Promotion Dossiers and Questions

Sample promotion dossiers are available, upon request. Please contact the [LMP Academic Affairs Office](#) for questions about the required documentation and to view sample promotion dossiers.