

2.0 PROMOTION PROCEDURES IN THE TEMERTY FACULTY OF MEDICINE

2.1 Steps in Promotion

Note: *The Faculty of Medicine has certain deadlines that occur earlier than the corresponding University dates. It is expected that candidates will adhere to Faculty deadlines.*

Step	Suggested Timing (Hard DEADLINES are indicated)	Description
1	before March 1 st 2023	<p>The membership of the Departmental Promotion Committee (DPC) is established for the next promotion cycle, and the members are made known to the Department's faculty and the Dean's Office (via the Human Resources Office).</p> <ul style="list-style-type: none"> • The department chair may be the chair of the DPC. • The Departments of Occupational Science and Occupational Therapy, Physical Therapy and Speech Language Pathology establish a combined Department and Sector Promotions Committee.
2	before May 1 st 2023	<p>The department chair assembles a list of Assistant and Associate Professors for preliminary consideration by the DPC. The length of time to promotion is not specified, but normally Decanal Promotion Committees view at least five years at a given rank to be sufficient to assess performance at that rank. The list of candidates for promotion is established through several mechanisms:</p> <ul style="list-style-type: none"> • Review of the CVs of Assistant and Associate Professors by the department chair. In large departments Division Heads may act on behalf of the department chair. • Hospital Chiefs may propose a candidate for promotion in writing directly to the department chair. • Written self-nomination by candidates to the Chair. (See also step 7).
3	by May 31 st 2023	<p>The DPC reviews the CVs of all candidates to identify those for preliminary consideration. For Faculty members for whom teaching/education is important, the CV alone may not be sufficient, so the CV may be augmented by at least a draft of the teaching/education portion of the promotion dossier. Candidates recommended for full review are then asked to submit a complete Promotion Dossier and receive information on how to proceed using the on-line academic promotion system. It is expected that candidates will have access to Hospital Chiefs, the department chair, the DPC Chair, administrative assistants in charge of promotions and/or DPC members to provide further guidance in preparing the Promotion Dossier.</p>

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4	by July 14 th 2023	<ul style="list-style-type: none"> The Promotion Dossier is reviewed by the DPC. Candidates are informed as to whether the DPC supports promotion. The DPC suggests alterations to the Promotion Dossier if required. Names of potential internal and external referees and student assessors are requested from the candidate, if promotion is supported.
5	by September 1 st 2023	The candidate uploads the revised dossier and submits referee names to the DPC.
6	by September 29 th 2023	<ul style="list-style-type: none"> The department chair and the DPC add referee names to the lists submitted by the candidate. The Chair ensures that referees have no direct relationship with the candidate. The DPC reviews the Promotion Dossier and decides whether to proceed. If so, the department chair sends out requests for letters of reference (see Sections 2.2.5 and 4.3). This manual has appended template letters for review requests (see Section 4.4), which should be used to ensure uniformity across the Faculty.
7	October 15th DEADLINE	<p>Final deadline for Associate Professors to request consideration for promotion in writing to the Chair. An updated CV must be attached.</p> <p>NOTE: This is a University deadline but is past the deadlines set by Faculty of Medicine. Candidates in the Faculty of Medicine are strongly urged to adhere to Faculty timetables for promotion submissions. Nonetheless, faculty members who request detailed consideration for promotion by October 15 will receive full consideration for promotion by the DPC.</p>
8	October 20th DEADLINE	<p>Deadline for the Chair to request Waiver of External Review</p> <ul style="list-style-type: none"> Submit request with an updated CV (See section 2.3)

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9	November and December, 2023 (note holiday closure commences Dec 21, 2023)	<ul style="list-style-type: none"> • The DPC meets to review the final Promotion Dossier, including letters of reference, and makes final recommendations on each candidate to the Chair. • Successful candidates are informed by letter that their Promotion Dossier will be submitted to the Decanal Promotion Committee (DecPC.) • The Chair informs candidates not recommended for promotion in writing, including reasons for the decision and suggestions for future reapplication. • If the Chair does not accept a recommendation for promotion from the DPC, the candidate is informed with a statement describing the Departmental decision and a summary of the evidence considered. • Candidates not recommended for promotion at the Departmental level may apply to the DecPC for consideration. The department chair should forward the Promotion Dossier with a statement describing the Department’s decision and a summary of the evidence considered. • All Promotion Committees are advisory to the Dean, who has final approval.
10	by January 15 th 2024 DEADLINE	<p>Submission of materials to the Decanal Promotion Committee (DecPC)</p> <ul style="list-style-type: none"> • For each candidate for promotion, the Chair writes a separate letter of recommendation to the Dean providing details of the basis for the recommendation. <i>See Section 4.4 of this manual for requirements for this letter. A sample letter is outlined in Section 4.4.1.</i> • The Chair’s letter and the Promotion Dossier for each candidate must be submitted to the Dean using the on-line academic promotion system, by JANUARY 15th <p>NOTE: This is a firm deadline. No further documentation will be added to promotion packages after this date. Late submissions or incomplete dossiers WILL NOT be reviewed by the DecPC.</p>

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11	<p>February 13th - 16th, 2024 Decanal Review meetings</p> <p>and</p> <p>March 19th and 20th, 2024 Decanal Deferral meetings</p>	<p>DecPC Review Process</p> <ul style="list-style-type: none"> The DecPC meets to review all submitted Promotion Dossiers. If a decision on promotion is deferred, detailed reasons will be provided in writing to the department chair to be conveyed to the candidate. The Chair will be invited to appear before the DecPC in support of a deferred candidate. Additional documentation may be provided at this stage. If additional letters of reference are to be presented, these must be from new referees. The Department Chair, the Chair of the DPC, if a separate one exists, and the candidate should all be involved in the preparation of additional information. In the event the Chair who has prepared and submitted the dossier has stepped down and is not available for a deferral meeting, the new Chair should work with the Chair of the DPC who oversaw the submission of the dossier to present the material at the deferral meeting. The DecPC finalizes its recommendations to the Dean to promote or not to promote. <p>Dean's Review</p> <ul style="list-style-type: none"> After review, the Dean advises Chairs of the DecPC recommendations. Chairs should advise candidates with detailed reasons where the decision is not to recommend promotion.
12	<p>April or May, 2024</p>	<p>The Dean makes recommendations for promotion to the Provost and sends the Provost a report concerning the candidates for promotion.</p> <p>Provostial Review</p> <p>The Provost reviews the Dean's report and informs Academic Board of the names of those promoted. Chairs are notified immediately with detailed reasons concerning faculty members who have not been recommended to the Provost for promotion. Chairs should notify unsuccessful candidates with written detailed reasons as soon as possible.</p>
13	<p>July 1st 2024</p>	<p>Approved promotions are effective.</p>