



Otolaryngology - Head & Neck Surgery UNIVERSITY OF TORONTO

Promotion – Lecturer to Assistant Professor

Information Package

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Otolaryngology - Head & Neck Surgery UNIVERSITY OF TORONTO

Dear Faculty Member,

One of the ways that we, as a department can show appreciation and thanks for the dedication that you put into the education and research mission of our department, is to consider you for promotion. In the past, the promotion process from Lecturer to Assistant Professor (and even higher) was rather informal. A Chair could write to the Dean and request such a promotion from Lecturer to Assistant Professor and it would usually be granted without much paperwork. Times have changed, and now there is a very substantial amount of paperwork and rigor to consider someone for promotion from Lecturer to Assistant Professor. I would like to make every effort to try and promote as many of our Lecturers to the Assistant Professor level as possible. It is my sincere hope, that you will find this Promotion to Assistant Professor Information Package helpful in this process.

All of the information may seem a bit daunting but once you start putting everything together and collecting the necessary information, I hope you will find that it is a rewarding experience to see all of the great things you have done. The main things to remember are that you will get promoted by your activities in at least one of the following areas: i) Teaching and Education, ii) Creative Professional Activity and/or iii) Research.

Most of our faculty at the rank of Lecturer will be promoted on the basis of sustained (at least 3 or more years) excellence in teaching and education. The critical piece here is your Curriculum Vitae (CV) and a well thought out and put together teaching dossier. The information in this promotions package will help guide you in the creation of a CV and teaching dossier. We will offer faculty development sessions on promotion and I or our Director of Research, Dr. Robert Harrison will be available to assist you in this process. If at any time, you have questions or concerns, please do not hesitate to contact us.

Once we receive your completed application package for promotion to Assistant Professor, it will be reviewed by our Departmental Promotions Committee. Once approved by the Promotions Committee, the application package will be submitted to the appropriate individuals in the Faculty of Medicine at the University of Toronto who make a recommendation to the Dean who has final approval.

The members of the Promotions Committee for our Department are as follows: Robert Harrison (Chair), Peter Adamson, Joseph Chen, Jeremy Freeman, Ralph Gilbert, Jonathan Irish, Blake Papsin and Ian Witterick. If you have any conflicts with any member of the Promotions Committee, please clarify these with Dr. Harrison or I.

Our administrative team and I will be here to assist you as much as possible. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Ian J. Witterick, MD, MSc, FRCSC
Professor and Chair
Department of Otolaryngology-Head & Neck Surgery

How Do I Become an Assistant Professor?

CRITERIA FOR PROMOTION

MUST HAVE LECTURER STATUS + ONE OR MORE OF THE FOLLOWING:

Academic activities since the initial date of appointment (a suggested minimum of three years at the rank of lecturer) should showcase impact, importance and innovation at a local/provincial/national or international level.

SUSTAINED EXCELLENCE IN TEACHING / CURRICULUM DEVELOPMENT

- Teaching effectiveness, for example: a summary of a strong teaching dossier that includes:
 - i) an analysis of student evaluations with mean scores compared to other faculty members and
 - ii) number and types of trainees taught within a variety of teaching environments.
- Involved in the design and development of curricula or educational offerings and/or in the development of educational materials.

ADVANCED EDUCATION

- Successful completion of a master's degree post MD in an applicable healthcare field
- AND
- One or two first authored peer-reviewed publications

EXCELLENCE IN RESEARCH

- Record of sustained and current productivity in research and in research-related activities, such as, a record of scientific publications demonstrating that the research has led to a significant source of new information in the field.
- Evidence of originality and importance to the field.

EXCELLENCE IN CREATIVE PROFESSIONAL ACTIVITY (CPA)

- To demonstrate professional innovation, one must show an instrumental role in the development, introduction and dissemination of an invention, a new technique, a conceptual innovation or an educational program
- Creative excellence, in such forms as biomedical art, communications media, and video presentations, may be targeted at various audiences from the la public to health care professionals.

PROCESS

- Step 1:** Meet with your Otolaryngologist-in-Chief or the Chair of the University Department to discuss your promotion and determine whether you meet the criteria for promotion to Assistant Professor.
- Step 2:** Prepare your Promotion Dossier: CV, Teaching and/or CPA and/or Research Dossier, copies of publications.
- Step 3:** Submit your Promotion Dossier to the attention of the Chair, Department of Otolaryngology-Head & Neck Surgery.

INTERNAL PROCESS

Your Promotion Dossier will be brought to the Department Promotions Committee (DPC) for review and support. If supported by the DPC, it will then be submitted to Faculty of Medicine Human Resources and Faculty Appointments Advisory Committee (FAAC), with a letter of support from the Chair, OHNS.



Criteria for Promotion to Assistant Professor

Appointees in full-time, part-time and adjunct categories may be promoted. Normally, a new clinical faculty appointee starts at the lecturer rank, though entry at assistant professor or higher is possible. Standards for rank at entry are set by the Faculty Appointments Advisory Committee and the Decanal Promotions Committee. Promotion of full-time clinical academic appointees is expected but not required; promotion of part-time and adjunct clinical academic appointees is possible but not expected. Promotion from lecturer to assistant professor is approved by the Dean, on the advice of the Faculty Appointments Advisory Committee. Promotion to associate professor or full professor is recommended to the Provost by the Dean, based on criteria set out in the Faculty of Medicine Manual for Academic Promotion (version for the academic year in which promotion is sought), and governed by the University's Policy and Procedures Governing Promotions. The Dean is advised by the Decanal Promotions Committee. Procedures for appeals concerning denial of promotion are found in Section 5.3¹

Only qualified clinical faculty in the Faculty of Medicine can be promoted from the rank of Lecturer. He/she can be promoted to Assistant Professor upon completion of a recognized graduate program or in recognition of sustained commitment to the academic mission of the Faculty of Medicine².

Generally, a community preceptor or other clinical part-time or adjunct faculty will be appointed at lecturer, and, irrespective of appointment category, be eligible for promotion based on scholarly achievement including teaching performance. Having a Master's degree and recent publications or curriculum development may support but does not guarantee assistant professor rank, especially without substantial recent scholarly work. The Chair must seek peer review by the Department Appointments Committee, and rank is judged further at the decanal level³.

NOTE: Faculty with a "Status Only" appointment cannot be considered for promotion as outlined in this package. A new application for an appointment at the rank of Assistant Professor is required for Status Only faculty.

SECTION B: PROCEDURES

1. Clinical (MD) Appointments

Definition

Clinical (MD) faculty are academic physicians, licensed to practice in Ontario, who hold joint appointments between a clinical entity (fully-affiliated hospital, or community affiliated hospital, or an affiliated community practice or other entity with a relationship to the University of Toronto) and a Clinical Department in the Faculty of Medicine. The categories of clinical (MD) faculty include:

- Full-time: Engaged in academic work for at least 80 per cent of his/her professional time
- Part-time: Engaged in academic work for at least 20 per cent, but less than 80 % of his/her professional time
- Adjunct: Engaged in academic work for less than 20% of his/her professional time
- Visiting Clinical: A visiting physician from another university or research institute who holds a continuing appointment at his/her home institution.

The FAAC only reviews full-time clinical (MD) appointments at a professorial rank. All other clinical (MD) appointments are submitted to the Dean or his/her designate (Vice-Dean Clinical Affairs) for review and approval.

Initial Appointment at the Rank of Assistant Professor

An initial appointment at the rank of Assistant Professor requires the successful completion of a recognized graduate program (or an advanced training experience deemed to be equivalent to a Master's level program. In some cases one to two years of fellowship training or a one to two year teaching certificate program will be considered the equivalent to an advanced degree). The degree program must have been completed as documented by the successful defense of a thesis or awarding of the degree before submission of the request for appointment. In addition, it is expected that the candidate will have at least one or two published first authored peer-reviewed publications at the time of request for appointment, **OR** documentation clearly demonstrating educational accomplishments that includes convincing evidence of one or more of the following:

- 1) Teaching effectiveness (i.e., a summary of a strong teaching dossier that includes: i) an analysis of the student/trainee evaluations with the mean scores and how they compare to other faculty members; and ii) documentation showing the number and types of trainees and evidence that the candidate has taught in a variety of teaching environments).
- 2) Involvement in the design and development of curricula or educational offerings and/or in the development of educational materials.

3) Creative Professional Activity (CPA) such as the setting of practice standards. In situations where the member has completed equivalent fellowship training but is currently enrolled in a graduate studies program, the appointment will be as Lecturer until completion of that degree program.

Promotion from Lecturer to Assistant Professor

Full-time clinical (MD) faculty members who hold an appointment as Lecturer can be considered for promotion at any time that they meet the requirements as set out above for an initial appointment at the rank of Assistant Professor.

An alternative route for promotion to Assistant Professor is to accomplish academic performance in keeping with the Faculty of Medicine guidelines over a period of time as a Lecturer. There are no set timelines for this alternative route to promotion, but generally the candidate would need to demonstrate sustained commitment to recognized academic contributions to the Faculty of Medicine over a minimum three year period.

¹Procedures Manual for Clinical Faculty – available at: <http://medicine.utoronto.ca/faculty-staff/clinical-faculty-resources>

²<http://aapm.utoronto.ca/promotion-non-tenure-stream-faculty>

³Guide to Clinical (MD) Part-Time and Adjunct Appointments Principles at University of Toronto Available at: <http://medicine.utoronto.ca/faculty-staff/clinical-faculty-resources>



Promotion to Assistant Professor

General Information

Detailed letter to the Chair of the University Department

The letter should include:

What area(s) you would like to be considered for promotion in.

1. Teaching and Education
2. Creative Professional Activity
3. Research

Elaborate on why you feel you excel in one or more of these areas (e.g. involvement in UME/PGME/CPD/Public teaching, good teaching effectiveness scores, development of provincial guidelines, organization of events, and publication of clinical research)

It is important to highlight presentations or special lectures you have given and accomplishments at the hospital(s) you are affiliated with (e.g. committees, organizing change, administrative roles).

Are there any special courses or educational events you have taken to improve your leadership skills, teaching or research skills?

How have you contributed to the education and/or research mission of our department?

Curriculum Vitae (CV)

As you progress “through the ranks”, it will become mandatory that your CV be in WebCV format – this is the University of Toronto standard required for Assistant Professors and Associate Professors to adhere to in order to be considered for Promotion to Associate or Full Professor respectively. While it is not mandatory at this stage, it may be a good exercise which may prove helpful later down the road.

A sample of the format of the CV has been provided in this package. A copy is also available on our website: www.otolaryngology.utoronto.ca
Faculty/Alumni menu > Promotions> WebCVtemplate.docx

Teaching Dossier

What is teaching?

Formal teaching: situations in which responsibilities and expectations for both the teaching and the learner are set in advance, such as lecturing, activity in seminars, individual or group discussions, laboratory and/or clinical teaching.

Informal teaching: teaching that may be more spontaneous such as role modelling and mentoring.

Application of information technologies for local and distance education, educational leadership and administration, faculty development, scholarship in education, research in education, quality assurance and evaluation of educational process and outcomes, assessment of learners, educational innovation, development of new educational materials such as textbooks, syllabi, instructional videos etc.

What to include in your teaching dossier:

If your request for consideration for promotion to Assistant Professor is on the basis of excellence in teaching, the following should be included in your Teaching Dossier:

1. A listing of all teaching activities (organized by teaching level with number of hours). A summary sheet is available for reporting purposes. It is important to list your teaching activities from the date of your initial appointment. A copy is included in this package and is available on our website (TeachingSummaryFormTable3.docx)
2. Supporting documentation related to teaching activities (i.e. copies of course/lecture outlines, letters of invitation to present, etc).
3. Supporting documentation related to the assessment of teaching (i.e. course/lecture evaluations, teaching effectiveness scores, unsolicited testimonial letters etc)
4. Supporting documentation of participation in:
 - a. Research activities (i.e. publications, abstracts, presentations and/or grants)
 - b. A local/provincial/national/international organization whose activities relate to education/research and development

A sample template for a teaching dossier has been included in this package. A copy is also available on our website (TeachingDossier.docx). It is important that the dossier is organized and summarizes the academic/educational activities in chronological order for each academic year.

Teaching Effectiveness Scores may be available in the candidate's University file but it is the responsibility of the candidate to obtain this information with the help of the University Department's Administrative Assistants. If you do not have copies of your available Teaching Effectiveness Scores, contact the Education Coordinator at 416-946-8743 or mike.figueiredo@utoronto.ca

Creative Professional Activity (CPA) Dossier

The Faculty of Medicine recognizes CPA under three broad categories:

- a) Professional Innovation and Creative Excellence
- b) Contributions to Development of Professional Practices
- c) Exemplary Professional Practice

Professional Innovation and Creative Excellence

Professional innovation in the Faculty of Medicine may include the making or development of an invention, development of new techniques, conceptual innovations, or education programs inside or outside the University (e.g. continuing medical education or patient education). Creative excellence, in forms such as biomedical art, communication media, and video presentations, may be targeted at various audiences from the lay public to health care professionals. To demonstrate professional innovation, one must show an instrumental role in the development, introduction and dissemination of an invention, a new technique, a conceptual innovation or an educational program.

Contributions to the Development of Professional Practices

The candidate must demonstrate leadership in the profession, professional organizations, government or regulatory agencies that has influenced standards and/or enhanced the effectiveness of the discipline. Examples of contributions to the development of professional practice may include (but are not limited to) guideline development, health policy development, government policy, community development, international health and development, consensus conference statements, regulatory committees and setting of standards.

Exemplary Professional Practices

To demonstrate exemplary professional practice, the candidate must show that his/her practice is recognized as exemplary by peers and has been emulated or otherwise had an impact on practice.

Assessment

CPA may be linked to Research to provide an overall assessment of scholarly activity. The focus should be on creativity, innovation, excellence and impact on the profession, not on the quantity of achievement. Contributions will not be discounted because they have led to commercial gain, but there must be evidence of scholarship and impact on clinical practice.

Due to the variable activities included under CPA, there may be diverse, and sometimes innovative markers used to indicate the impact of CPA. Evidence upon which CPA will be evaluated may include:

- Scholarly publications such as papers, book chapters, books, monographs
- Invitations to scholarly meetings, workshops
- Guidelines and consensus documents
- Development of health policies, government regulations

- Program evaluation
- Media creations
- Unsolicited letters
- Awards and recognition – professional and community
- Media coverage
- Industry clients
- Innovation and entrepreneurial activity, as evidenced by new products or new ventures launched or assisted, licensed patents

Research Dossier

Evidenced by:

- A record of sustained and current productivity in research and in research related activities, such as a record of scientific publications demonstrating that the research has led to a significant source of new information in the field.
- originality and importance to the field.

Letter of support from the Chief at your hospital

It is important that this letter be part of your dossier and it should clearly identify which one of the categories (Teaching or Creative Professional Activity, or Research) will be highlighted as the basis for your request for promotion to Assistant Professor. If you are being recommended for promotion based on teaching, TES scores must be included in the dossier (see section on Teaching above for more information).

A sample of the structure of this letter has been provided in this package. A copy is also available on our website (SampleChiefLetter.docx).

Internal Letters of Reference

These letters will be solicited by the Chair of the University Department from individuals within your own teaching hospital and/or University Department. These letters are meant to address the importance, impact and innovation of your academic work. The candidate is to suggest a minimum of 3 potential internal references (University of Toronto Faculty of Medicine, Department of Otolaryngology-Head & Neck Surgery) using the provided form (Table 1). The Promotions Committee and/or Chair of the Department may request additional references.

Student Testimonials

The candidate is to suggest a minimum of 3 potential internal references (Undergraduate, Postgraduate, Graduate, Continuing Education) you have taught over the last 5 years, using the provided form (Table 2). The Promotions Committee and/or Chair of the Department may request additional references.

Promotion to Assistant Professor

Dossier Check List

Promotion requests from a current faculty member at the rank of Lecturer for promotion to Assistant Professor requires:

	<u>Responsibility</u>	<u>Sent</u>
Application Form, signed by the Chair of the University Department	Chair	
Detailed Letter to the Chair of the University Department <i>outlining the reasons why the candidate should be promoted</i>	Candidate	<input type="checkbox"/>
Updated Curriculum Vitae (preferably in WebCV format)	Candidate	<input type="checkbox"/>
Teaching Dossier (with Teaching Summary Form Table 3)	Candidate	<input type="checkbox"/>
and/or		
Creative Professional Activity (CPA) Dossier	Candidate	<input type="checkbox"/>
and/or		
Research Dossier	Candidate	<input type="checkbox"/>
Academic Job Description	Chair	
Copy of initial Offer of Academic Appointment letter	Chair	
Letter of support from the Otolaryngologist-in-Chief or Physician-in-Chief of your main hospital	Candidate	<input type="checkbox"/>
Letter of support from the Chair, Departmental Promotions Committee	DPC Chair	
List of internal references (with Internal References Table 1)	Candidate	<input type="checkbox"/>
List of students for testimonials (with Student Testimonial Table 2)	Candidate	<input type="checkbox"/>
Internal letters of reference (minimum of 3)	Chair	

All documents must be submitted electronically.

Forms which are required to be submitted for review must be typed and submitted electronically.

Submit your completed dossier to:

Sonia Valente **via Email (preferred method):** sonia.valente@utoronto.ca
Department of Otolaryngology-Head & Neck Surgery, University of Toronto

If you have any questions, please contact

Sonia Costantino	sonia.valente@utoronto.ca	416-946-8742
Audrea Martin	audrea.martin@utoronto.ca	416-946-8740
Dr. Ian Witterick	iwitterick@mtsinai.on.ca	
Dr. Bob Harrison	rvh@sickkids.ca	

TEACHING DOSSIER EXAMPLE

NAME
DEGREES

Date Prepared:

1. Teaching/Educational Activity

Undergraduate

- List here in bullet form teaching activity
- 1 hour lectures to medical students on:
 - Insert title here
 - Foundations of Medical Practice
- 2 hour seminar teaching to medical students:
 - Insert title here
 - Pathology of Disease
- Supervision of elective medical students approximately once every two months for half days 2005 - 2010

Postgraduate

- List here in bullet form teaching activity
- 1 hour lectures to medical students on:
 - Insert title here
 - Professionalism for Palliative Care
- 2 hour workshops to medical students:
 - The Reflective Practitioner
- Supervision of PGY1 and PGY2 Family Medicine residents
- Supervision and one-on-one teaching of PGY3 emergency medicine residents approximately 2 hours/week

Graduate

- List here in bullet form teaching activity
- 1 hour presentation on Ethical issues in Emergency Medicine Care to Bioethics students

Continuing Professional and Faculty Development

Local

- List here in bullet form local workshop presentations
- Include name of workshop, location/city/conference and exact date

Provincial

- List here in bullet form provincial workshop presentations
- Include name of workshop, location/city/conference and exact date

National

- List here in bullet form national workshop presentations
- Include name of workshop, location/city/conference and exact date

International

- List here in bullet form International workshop presentations
- Include name of workshop, location/city/conference and exact date

2. Curriculum Development and Innovation

List under applicable headings:

1. Undergraduate education
2. Postgraduate medical education (ie - residency)
3. Graduate education (ie - masters, etc).
4. Post-doctoral training (ie - PhD)
5. Professional Development
6. Patient/Public Education

- Identify role, i.e., lead developer, collaborator, developer, co-developer, contributor
- Another subtitle for this section might be: Course Aids for Students, i.e., created a student handout to summarize important information relating to xxx, to support students we have posted materials on the website, etc.

3. Educational Leadership and Administration

Or Educational Administration

Or Educational Development

- A listing of all activities related to the administration, organizational and developmental aspects of education (organized by level) with a description of the nature and extent of the candidate's involvement and level of responsibility. List under applicable headings:

1. Undergraduate education
2. Postgraduate medical education (ie - residency)
3. Graduate education (ie - masters, etc).
4. Post-doctoral training (ie - PhD)
5. Professional Development
6. Patient/Public Education

- List significant accomplishments, i.e., curriculum development, a report was presented and distributed, etc.

4. Education Research

- Documentation of participation in education research activities
- For example, publications, abstracts, presentations and/or grants as well as scholarly writing relating to education – list in 3 separate categories:
- Local:
- Provincial:
- National:
- International:

5. Organizations

- Documentation of participation in organizations whose activities relate to education research and development – list in 3 separate categories
- Local:
- Provincial:
- National:
- International:

6. Conferences/Workshops

- Documentation of participation in conferences and workshops relating to education research and development – list in 3 separate categories:
- Local:
- Provincial:
- National:
- International:

7. Invited Lectures/Presentations

- Documentation of invitation to lectures/conferences and workshops relating to education research and development – list in 3 separate categories:
- Local:
- Provincial:
- National:
- International:

8. External Consultancies

- Documentation of external consultancies relating to education research and development

9. Mentoring in Education/Research

- Documentation of effectiveness in mentoring or advising in education and teaching - List under applicable headings:

1. Undergraduate education
2. Postgraduate medical education (residency)
3. Graduate education (masters, etc).
4. Post-doctoral training (PhD)
5. Professional Development
6. Patient/Public Education

Example:

Mentored first year medical students in DXX2 (insert course name) in their research projects with Dr XX Smith. Responsibilities include assistance in advice and support, review of final project, ethics approval.

10. Honours and Awards

- A listing of honours and awards related to teaching and education

Faculty of Medicine
Promotion – Lecturer to Assistant Professor

Teaching Summary Form – Table 3

Primary Division/Department: Otolaryngology-HNS

Candidate's Name _____

Date Submitted _____

Year	Level	Program	Type of Teaching	Total Hours	Total Number of Students	Teaching Effectiveness Score (if applicable)

Level	U = Undergraduate P = Postgraduate G = Graduate Other – please specify
Type of Teaching	O = One on one S = seminar WC = Whole Class (variable size) Other – please specify SG = Small Group
Program	MD, Arts and Science, etc.

CREATIVE PROFESSIONAL ACTIVITY DOSSIER EXAMPLE

NAME
DEGREES

Date Prepared:

1. Introduction

Include in this paragraph

- A summary of your Creative Professional Activities (CPA)
- What the overall focus of your CPA has been
- State what your goals have been in the process

2. Contributions to the Development of Professional Practice

Include a list here of your CPA activities.

Title of your CPA

- Include a description of the CPA activity
- Outline the impact of this CPA activity (provincial, national, international)
- Include documentation to support this CPA activity

3. Letters of Support

- Include letter(s) that you have received regarding CPA activities
- For example, letters from colleagues, acknowledgement of your work, thank you letters for your presentations, etc.

4. CPA Documentation

- Provide examples of your CPA
- For example, a copy of your poster presentation, PowerPoint slides, publications, health policies, media coverage.

RESEARCH DOSSIER EXAMPLE

NAME
DEGREES

Date Prepared:

1. Introduction

Include in this paragraph

- A summary of your research activities
- What the overall focus of your research has been
- State what your goals have been in the process

2. Description

PROJECT 1:

I have demonstrated excellence in research through my publication

This project was recognized...provincially, nationally, internationally.

The topic of this publication was....

As part of my goal to provide leadership in healthcare, I have...

I have worked collaboratively on a number of studies/publications with...

3. List Award(s) Received:

If applicable, include a list of award(s) in the area of research

4. Research Documentation

- Provide examples of your research activities
- For example, publications, a copy of your poster presentation, PowerPoint slides, letters and evaluations

SAMPLE Letter of Support from Otolaryngologist-in-Chief or Physician-in-Chief

Print on hospital/site letterhead

Current date

Dr. Ian Witterick
Professor and Chair
Department of Otolaryngology-Head & Neck Surgery
Faculty of Medicine, University of Toronto
190 Elizabeth Street, TGH RFE 3S-438
Toronto ON M5G 2C4

Dear Professor Witterick,

Introductory Paragraph

Re: Promotion to Assistant Professor – Dr. XXX

I am pleased to recommend Dr. XX to the Department Promotions Committee (DPC) for consideration of promotion to the rank of Assistant Professor in the Department of Otolaryngology-Head & Neck Surgery.

Criteria for Promotion to Assistant Professor:

It is required that at least ONE of the following is CLEARLY IDENTIFIED as eligibility for promotion:

Teaching Effectiveness – Evidenced by: A summary of a strong teaching dossier that includes a strong analysis of the student/trainee evaluations with the mean scores and how they compare to other faculty members; documentation showing the number of types of trainees and evidence that the candidate has taught in a variety of teaching environments; and involvement in the design and development of curricula or educational offerings and/or in the development of educational materials.

Creative Professional Activity (CPA) – Evidenced by: (e.g., the setting of practice standards).

Research – Evidenced by: A record of sustained and current productivity in research and in research-related activities, such as, a record of scientific publications demonstrating that the research has led to a significant source of new information in the field.

Advanced degree – Evidenced by:

- i) Successful completion of a recognized graduate program post MD (or an advanced training experience equivalent to a Master's level program)
- ii) In addition to one or two first authored peer-reviewed publications

Provide one or two summary paragraphs in each of the following areas:

Education and Training:

Use this heading and provide a complete summary. Example:

Dr. XXX received his/her MD from the University of Toronto in 1996 and subsequently completed residency in the Department of Otolaryngology-Head & Neck Surgery at the University of Toronto in 2002. Dr. XXX subsequently completed a Fellowship in Head & Neck Oncology from July 2002 to June 2004.

Provide a descriptive paragraph of medical education and training.

Publications:

Use this heading and provide a complete summary describing the impact to the specialty. Include copies of publications.

Presentations and Special Lectures:

Use this heading and provide a complete summary of invited visits, lectures, etc.

Research:

Use this heading and provide a complete summary. Example:

Dr. XXX has been involved in a number of education and research studies including a national education project regarding x, y, z. The candidate's principal research interest is in the area of XXX, where he/she has been involved in several clinical studies. He/She has been an invited speaker at XXX and has made several presentations at conferences. His/Her publications are mostly in journals of XXX. This research productivity is XXX.

Education and Administration involvement

Use this heading and provide a complete summary. Example:

The candidate is involved in clinical supervision. Dr. XXX is be involved in teaching our residents and medical students during their Otolaryngology-HNS rotations. The candidate is involved in resident teaching, coordinates teaching activities (member of XXX and XXX Committee). This represents a....(describe type and impact of contributions).

Reference Letters or Supportive Comments:

Use this heading and provide a complete summary. Example:

Letters of reference/supportive comments are XXX positive from internal colleagues.

Conclusion

Provide a closing paragraph:

Please find attached the appropriate documents to support this request for consideration of a promotion of Dr. XXX. I [strongly] support the promotion of Dr. XXX to the rank of Assistant Professor.

- Signature block (provide full name, degrees, professional titles, hospital/site, etc.)

Sign the letter

Curriculum Vitae

[Title] [Given Name] [Family Name]
[Professional Title]

Note: Record level details are denoted only once for each section. If there are multiple subsections, please use the same format.

A. Date Curriculum Vitae is Prepared: [Year Month Day]

B. Biographical Information

Primary Office	[Institution] [Street Address] [City], [Province], [County] [Postal Code]
Telephone	[Telephone Number]
Cellphone	[Cell Phone Number]
Fax	[Fax Number]
Email	[Email Address]

1. EDUCATION

Degrees

[Presented in reverse chronological order]

[Start – End Dates] [Degree], [Subject/Discipline], [Department], [Institution/Organization], [City], [Province/State], [Country]. Supervisor(s): [Supervisor(s)]

Postgraduate, Research and Specialty Training

[Presented in reverse chronological order]

[Start – End Dates] [Title/Position], [Subject/Discipline], [Department/Program], [Institution/Organization], [City], [Province/State], [Country]. Supervisor(s): [Supervisor(s)]

Qualifications, Certifications and Licenses

[Presented in reverse chronological order]

[Start – End Dates] [Title], [Specialty], [Institution/Organization], [City], [Province/State], [Country]. [License/Membership Number]

2. EMPLOYMENT

Current Appointments

[Presented in reverse chronological order]

[Start – End Dates] [Title/Position], [Division], [Department,] [Faculty/ School], [Institution/Organization], [City], [Province], [Country].
Description.

[First Name LAST NAME]

Previous Appointments

CLINICAL

[Presented in reverse chronological order]

[Start – End Dates] [Title/Position], [Division], [Department,] [Faculty/ School], [Institution/Organization], [City],
[Province], [Country].
Description.

CONSULTING

HOSPITAL

RESEARCH

UNIVERSITY

UNIVERSITY – CROSS APPOINTMENT

UNIVERSITY – RANK HISTORY

WORK INTERRUPTIONS

[OTHER POSITION TYPE]

3. HONOURS AND CAREER AWARDS

Distinctions and Research Awards

INTERNATIONAL

Received

[Presented in reverse chronological order]

[Start – End Dates] **[Name of Award]**, [Role], [Institution/Organization], [City], [Province/ State], [Country].
([Award Type], Specialty: [Specialty])
Description. Total Amount: [Total Amount] [Currency]

Nominated

[Presented in reverse chronological order]

[Start – End Dates] **[Name of Award]**, [Role], [Institution/ Organization], [City], [Province/ State], [Country].
([Award Type], Specialty: [Specialty])
Description. Total Amount: [Total Amount] [Currency]

NATIONAL

Received

Nominated

[First Name LAST NAME]

PROVINCIAL/ REGIONAL

Received

Nominated

LOCAL

Received

Nominated

Teaching Awards

INTERNATIONAL

Received

[Presented in reverse chronological order]

[Start – End Dates] **[Name of Award]**, [Role], [Division], [University Department], [Faculty],
[Institution/Organization], [City], [Province/ State], [Country]. (Primary Audience, Year/Stage,
Specialty: [Specialty])
Description. Total Amount: [Total Amount] [Currency]

Nominated

[Presented in reverse chronological order]

[Start – End Dates] **[Name of Award]**, [Role], [Division], [University Department], [Faculty], [Institution/
Organization], [City], [Province/ State], [Country]. (Primary Audience, Year/Stage, Specialty:
[Specialty])
Description. Total Amount: [Total Amount] [Currency]

NATIONAL

Received

Nominated

PROVINCIAL/ REGIONAL

Received

Nominated

LOCAL

Received

Nominated

[First Name LAST NAME]

Student/Trainee Awards

INTERNATIONAL

Received

[Presented in reverse chronological order]

[Start – End Dates] **[Name of Award]**, [Role], Awardee Name: [Student Name]. [Institution/ Organization], [City], [Province/ State], [Country]. [Specialty]
Description. Total Amount: [Total Amount] [Currency]

Nominated

[Presented in reverse chronological order]

[Start – End Dates] **[Name of Award]**, [Role], [Institution/ Organization], [City], [Province/ State], [Country]. [Award Type], [Specialty]
Description. Total Amount: [Total Amount] [Currency]

NATIONAL

Received

Nominated

PROVINCIAL/ REGIONAL

Received

Nominated

LOCAL

Received

Nominated

4. PROFESSIONAL AFFILIATIONS AND ACTIVITIES

Professional Associations

[Presented in reverse chronological order]

[Start – End Dates] **[Role]**, [Association Name], [Membership Number]

Administrative Activities

INTERNATIONAL

[Institution/Organization name]

[Presented in reverse chronological order]

[First Name LAST NAME]

[Start – End Dates] **[Role]**, [Committee Name], [Faculty], [University Department], [Division], [Primary Audience],
[City], [Province], [Canada].
Description.

NATIONAL

PROVINCIAL / REGIONAL

LOCAL

Peer Review Activities

ASSOCIATE OR SECTION EDITING

[Presented in reverse chronological order]

[Role]

[Start – End Dates] [Institution/ Organization], [Journal/Section], Number of Reviews: [Number of Reviews]

EDITORIAL BOARDS

GRANT REVIEWS

MANUSCRIPT REVIEWS

PRESENTATION REVIEWS

[OTHER ACTIVITY TYPE]

Other Research and Professional Activities

RESEARCH PROJECT

[Presented in reverse chronological order]

[Start – End Dates] **[Role]**. [Title]. [Institution/ Organization], [City], [Province], [Country]. Supervisor(s):
[Supervisor(s) Name]. Collaborators: [Collaborators Name]
Description.

[OTHER ACTIVITY TYPE]

[First Name LAST NAME]

C. Academic Profile

1. RESEARCH STATEMENTS

[Presented in reverse chronological order]

[Start – End Dates] [Title/Subject].
 [Description].
 [Impact].

2. TEACHING PHILOSOPHY

[Free text field]

3. CREATIVE PROFESSIONAL ACTIVITIES STATEMENT

[Introduction of CPA (free text field)]

D. Research Funding

1. GRANTS, CONTRACTS AND CLINICAL TRIALS

PEER-REVIEWED GRANTS

FUNDED

[Presented in reverse chronological order]

[Start – End Dates] **[Role].** [Name of Grant]. [Funding Source]. [Funding Program Name]. [Grant/Account
Number]. Principal Investigator: [Last Name, First Name(s)]. Collaborators: [Name(s)].
[Amount] [Currency]. [Funding Type]
Description.

AWARDED BUT DECLINED

[Presented in reverse chronological order]

[Start – End Dates] **[Role].** [Name of Grant]. [Funding Source]. [Funding Program Name]. [Grant/Account
Number]. Principal Investigator: [Last Name, First Name(s)]. Collaborators: [Name(s)].
[Amount] [Currency]. [Funding Type]
Description.

NON-PEER-REVIEWED GRANTS

[Presented in reverse chronological order]

FUNDED

AWARDED BUT DECLINED

[First Name LAST NAME]

2. SALARY SUPPORT AND OTHER FUNDING

Personal Salary Support

[Presented in reverse chronological order]

[Start – End Dates] [Funding Title]. [Funding Source]. [Amount] [Currency]. [City], [Province], [Country].

Trainee Salary Support

Other Funding

E. Publications

1. MOST SIGNIFICANT PUBLICATIONS

[Presented in reverse chronological order]

1. [Author(s) – **CV holder's name bolded**]. [Title of article]. [Journal name]. [Rest of citation]. [Status – *only if in press*].
Impact Factor [Impact Factor], (Trainee Publication, [Trainee Details] – *only if it is a trainee publication*). **[Role]**.

Most significant publication details.

2. PEER-REVIEWED PUBLICATIONS

Journal Articles

[Presented in reverse chronological order]

1. [Author(s) – **CV holder's name bolded**]. [Title of article]. [Journal name]. [Rest of citation]. [Status – *only if in press*].
Impact Factor [Impact Factor], (Trainee Publication, [Trainee Details] – *only if it is a trainee publication*). **[Role]**.

Case Reports

Abstracts

Books

Books Edited

Book Chapters

[First Name LAST NAME]

Manuals

Editorials

Commentaries

Letters to Editor

Monographs

Multimedia

Other Publications

3. NON-PEER-REVIEWED PUBLICATIONS

[Same as Peer-Reviewed Publications]

Journal Articles

Case Reports

Abstracts

Books

Books Edited

Book Chapters

Manuals

[First Name LAST NAME]

Editorials

Commentaries

Letters to Editor

Monographs

Multimedia

Other Publications

4. SUBMITTED PUBLICATIONS

[Same as Peer-Reviewed Publications]

Journal Articles

Case Reports

Abstracts

Books

Books Edited

Book Chapters

Manuals

Editorials

[First Name LAST NAME]

Commentaries

Letters to Editor

Monographs

Multimedia

Other Publications

F. Patents and Copyrights

[Presented in reverse chronological order]

[Date] [Title], [Patent/Copyright Type], [Brief Description] [Status], [Patent/Copyright #], [Country], [Joint Holder Names]

G. Presentations and Special Lectures

1. INTERNATIONAL

Abstracts and Other Papers

[Presented in reverse chronological order]

[Date] [Role]. [Title]. [Organizer]. [City], [Province], [Country]. Presenter(s): Name(s). [Rest of Citation].
(Trainee Presentation – *only if it is a trainee presentation*)

Invited Lectures and Presentations

Media Appearances

Other Presentations

2. NATIONAL

Abstracts and Other Papers

Invited Lectures and Presentations

[First Name LAST NAME]

Media Appearances

Other Presentations

3. PROVINCIAL/ REGIONAL

Abstracts and Other Papers

Invited Lectures and Presentations

Media Appearances

Other Presentations

4. LOCAL

Abstracts and Other Papers

Invited Lectures and Presentations

Media Appearances

Other Presentations

H. Teaching and Design

Please see the Teaching and Educational Report for full details.

[Introduction to Teaching and Education Report]

1. INNOVATIONS AND DEVELOPMENT IN TEACHING AND EDUCATION

[Presented in reverse chronological order]

[Start – End Dates]	[Title], [Primary Audience], [University Department], [Division], [Institution/ Organization] [Description]. [Impact].
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[First Name LAST NAME]

I. Research Supervision

1. MULTILEVEL EDUCATION

[Presented in reverse chronological order]

[Start – End Dates] **[Role]**, [Name of Student], Student's Current Position: [Student's Current Position], Student's Current Institution: [Student's Current Institution] . [Year/ Stage], *[Research Project Title]*.
Awards: [Student's Awards Attained]. Collaborators: [Collaborators]. Completed [Year Completed].

2. UNDERGRADUATE EDUCATION

3. GRADUATE EDUCATION

4. UNDERGRADUATE MD

5. POSTGRADUATE MD

6. CONTINUING EDUCATION

7. FACULTY DEVELOPMENT

8. PATIENT AND PUBLIC EDUCATION

J. Creative Professional Activities

1. PROFESSIONAL INNOVATION AND CREATIVE EXCELLENCE

[Presented in reverse chronological order]

[Start – End Dates] [Title],
[Description]
[Impact]

2. CONTRIBUTIONS TO THE DEVELOPMENT OF PROFESSIONAL PRACTICES

3. EXEMPLARY PROFESSIONAL PRACTICE

Faculty of Medicine
Promotion – Lecturer to Assistant Professor

Internal References – Table 1

Primary Division/Department: Otolaryngology-HNS

Candidate's Name _____

Date Submitted _____

Please provide a minimum of 3 individuals.

[illegible]

Faculty of Medicine
Promotion – Lecturer to Assistant Professor

Student Testimonials – Table 2

Candidate's Name

Primary Division/Department

Otolaryngology-HNS

Date Submitted

Please provide a minimum of 3 individuals.

[illegible]