

Promotion Department Checklist for Clinical Faculty Members 2026-2027

Name of Applicant:	
Department(s):	
Current Rank:	
Promotion to Rank of:	
Checklist completed by (name of department admin):	

Section A: Recommendations	☐ 0. Completed Promotion Department Checklist ☐ 1. a) RCP Committee Recommendation ☐ Includes reasons ☐ States they are in favour (or not) of promotion to [Rank] ☐ Signed and on letterhead by the Chair ☐ The Provost-mandated recommendation letter template must be used ☐ For promotion to Professor: the promotion indicator and/or stream must be identified ☐ 1. b) RCP Committee Membership Table ☐ Includes roles and appointment types ☐ Meets committee membership requirements ☐ All committee members are at arm's length ☐ 1. c) RCP Committee Minutes, if applicable (pertains to applicant only) ☐ 2. Department Head Recommendation ☐ Includes reasons ☐ States they are in favour (or not) of promotion to [Rank] ☐ Signed and on letterhead ☐ The Provost-mandated recommendation letter template must be used ☐ For promotion to Professor: the promotion indicator and/or stream must be identified.
Section B: Letters	☐ 4. a) Mandatory QHS template letter sent to File Reviewers ☐ Applicant information completed ☐ Unaddressed copy included (one copy only) ☐ 4. b) File Review letters File Reviewer Requirements ☐ At or above the rank of which the applicant is applying ☐ Includes the current academic rank and institution ☐ Confirms arm's length from the candidate Letter Requirements ☐ States they are in favour (or not) of promotion to [Rank] ☐ States the assessment is an objective of the candidate's work ☐ Signed and on letterhead ☐ Masked, if requested by the File Reviewer. ☐ 4. c) Statement of arm's length ☐ 5. Colleague letters ☐ Signed and on letterhead

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	☐ If the applicant has also applied for reappointment, only one colleague assessment should be requested. The assessment should address the application for both reappointment and promotion. ☐ 6. Student letters ☐ All letters must be masked ☐ If the applicant has also applied for reappointment, only one student/trainee assessment should be requested. The assessment should address the application for both reappointment and promotion. UPDATE: the respective QHS templates must be used when contacting colleagues and students. As a result, only one copy of each template letter is required per promotion cycle; a copy is no longer required in each individual applicant file.
Section C: Member's Application File	☐ 7. Up-to-date CV ☐ 8. Teaching dossier ☐ 9. Scholarly work ☐ 10. Summary of contributions to the Department, University and profession ☐ 11. Role description ☐ Must use the QHS Staffing Clinical Academic role description template ☐ Must include percentage of time ☐ Must be signed and up to date ☐ 12. Additional relevant material

File Reviewer Requirements

Type of Application	Number of File Review Letters	Requirements
Promotion to Assistant	☐ 3 File Review letters	☐ Internal or external ☐ All must be Assistant Professor or above
Promotion to Associate	☐ 4 File Review letters	☐ 3 must be external ☐ All must be Associate Professor or above
Promotion to Professor	☐ 5 File Review letters	☐ 4 must be external ☐ All must be Professor

Submission Checklist – to be confirmed by the Department Admin prior to submission to QHS Staffing:

- ☐ The applicant met with the Department Head prior to submitting their application
- ☐ All files are submitted electronically as Adobe (PDF)
- ☐ All letters and recommendations are signed and on letterhead
- ☐ All student letters and evaluations have been masked

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- ☐ All File Reviewers and committee members have been assessed as at arm's length
- ☐ All File Review letters have met the requirements for promotion
- ☐ One copy of the student template letter and colleague template letter has been provided for this promotion cycle
- ☐ Documents have been compiled in the order listed above in Sections A through C
 - ☐ When naming folders and documents, only include the item number and title as listed above