**Promotion Checklist for Clinical Faculty Members 2019-20**

**(Senate Policy)**

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| --- | --- |
| **Name of Applicant:** |  |
| **Department(s):** |  |
| **Current Rank:** | Select Current Rank |
| **Type:** | Select Type |
| **Checklist completed by:** |  |
| **Date completed:**  | Select Date of Completion |

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| **Documents are to be compiled in the order listed in sections A through C below.****When naming folders and documents, please include only the item number and the item title to prevent technical difficulties (i.e. do not include people’s names).** **Examples:** |

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| --- | --- |
| Section A:**Recommendations** | **[ ]  0. Completed Promotion Checklist for Clinical Faculty Members** **2019-20 *(in Word format)*****[ ]  1. a) Committee Recommendation** (with reasons)**[ ]  b) Committee Membership****[ ]  c) Applicant’s response to Committee Recommendation (if applicable)****[ ]  2. a) Department Head Recommendation** (with reasons)**[ ]  b) Applicant’s response to Department Head Recommendation (if applicable)****[ ]  3. a) Dean’s Recommendation** (with reasons)**[ ]  b) Applicant’s response to Dean’s Recommendation (if applicable)** |
| Section B:**Letters** | **[ ]  4. a) Copy of (template) Letter sent to Referees****[ ]  b) Referees’ Letters** – must be MASKED if anonymity has been requested by Referee(s)**.** Refer to the table included below for criteria.**[ ]  c) Statement providing assurance of the arms-length nature of the**  **referees and their qualifications**

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| --- | --- |
| **Type of Application**  | **Criteria for Referees’ Letters** |
| **Promotion to Assistant**  | 3 references (all may be internal) |
| **Promotion to Associate**  | 4 references (at least 3 must be external) |
| **Promotion to Professor** | 5 references (at least 4 must be external) |

**[ ]  5. a) Copy of (template) Letter sent to Colleagues – include letter**  **sent to colleagues in cross-appointed department(s) if applicable****[ ]  b) Colleagues’ Letters****[ ]  6. a) Copy of (template) Letter sent to Students****[ ]  b) Students’ Letters** – ALL MUST BE MASKED |
| 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****[ ]  12. Additional Relevant Material****[ ]  13. For Promotion to Professor** – short biographical profile for Reporting to Board of Trustees |

**Submission format**

All Files must be submitted electronically as Adobe (pdf) or Word files where indicated. Books, pamphlets and materials that are difficult to scan can continue to be submitted as paper copies.

**Notes**

Replies received from the faculty member and/or from the Faculty Relations Office should be placed directly after the letter/recommendation to which it responds (please maintain chronological order).