Queen's Health Sciences-RCP Session for Committee Chairs and Department Managers/Administrators

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Queen's UNIVERSITY

2026-2027 Updates

- References are no longer required for clinical reappointment applications.
- There is now a mandatory cover letter sent to File Reviewers to confirm they are arm's length from the Candidate.
- There will be a Mandatory promotion recommendation template for Heads, Chairs, and the Vice-Dean, Clinical (Provost's Office will circulate this in the coming weeks).
- We have provided mandatory letter templates to solicit feedback from Students and Colleagues.
    - A blank template per each application will no longer be required.
- Referees will now be called File Reviewers.
- Confirmation that the applicant has met with the Department Head is required before the promotion application can proceed.

New Faculty Development Series – 2025-26

Career Development Sessions/Workshops:

- Navigating Difficult Scenarios and Promoting Inclusion in the University Environment
- Career Progression and Navigating the tenure-track stream
- Renewal, Tenure and Promotion (RTP) Process and Applications

Coffee Chat Series

Informal meetings held at Ban Righ Centre Lounge, to discuss a variety of topics, such as:

- Queen's HR: Employee Resources and Facilitating Wellness
- The First Year: The transition from graduate student to faculty member
- The Student Experience: Keeping students motivated and supports available
- Queen's & Kingston Community: Creating community and connecting with people
- Setting the Stage for Research Success

Time, dates and topics will be updated for the 2026-27 Academic Year and posted on the Provost's Office website: *https://www.queensu.ca/provost/orientation*

Career Development Sessions

Centre for Teaching and Learning: Teaching Development Conference

Upcoming Events: August| Teaching Development Conference (TDC)
Learn more about upcoming events through our Events Calendar

School of Graduate Studies and Postdoctoral Affairs: Supervision Course and Workshop

- **Online Supervision Course:** Foundations for Effective Graduate Supervision. Self-register for our online, self-paced course on the foundations for effective graduate supervision.
- In-person Fall Supervision Retreat Workshop: *Success Strategies in Graduate Supervision Workshop* - **October .** See Supervision Webpage.

Vice-Principal Research (VPR) portfolio:

- Research Funding and Awards; Compliance and Ethics; Animal Care Services; Safeguarding Research; Research Data Management; Advanced Computing Support; Inclusive Research; Innovation and Partnerships; Intellectual Property; Research Legal Services; Research Promotion and Outreach

Visit queensu.ca/research or contact us at research@queensu.ca

RCP Committee Composition

- **Reappointment Committee**
  - No formal composition requirement for clinical departments.
  - Recommended: follow the Promotion Committee requirements below
- **Promotion Committee**
  - At least 1 student (undergraduate, graduate, or postgraduate), appointed by the Department Head
  - At least 3 GFT (or Clinical Academic) members of the Department
  - At least 1 GFT (or Clinical Academic) member from another QHS Department
    - If 3 members from the home Department isn't possible: 2 members from the home Department + at least 2 members from another Department
  - All members, including the Chair, must be arm's length from the applicant
  - At least 2 members must be at the rank of Professor

Timelines – Reappointment and Continuing

- By July 1 – Eligible members notified, in writing, by the Head
- By August 1 – Committee Membership Summary Table submitted to QHS Staffing for review
- September 15 – Member submits required documentation to Committee Chair
- October 1 – Head and/or Committee Chair meets with member to review process requirements and confirm list of former students/trainees for feedback
- Prior to Committee Review – Documentation made available to colleagues for review/comment
- By November 1 – Departmental Committee reviews file and submits application package to the Head
- By November 15 – Head reviews file and submits complete file to the Faculty Office
- By December 15 – Member's informed, in writing, of the decision

Timelines - Promotion

- By May 1 – Department Head informs members, in writing, that the promotion process is commencing
- By August 1 – All applicants to meet with the Head before applying for promotion. To be documented and take place before external file reviewers are solicited
- By August 1 – Member informs Department of intent to apply
- By August 15 – Promotion Committee Membership Summary Table submitted to QHS Staffing for review
- August/September - Head and/or Committee Chair meets with member to review process requirements and confirm list of former students/trainees for feedback
- By September 1 - Member submits required documentation to Committee Chair
- By September 15 - Documentation made available to colleagues for review/comment
- By October 30 - Committee reviews file and submits application package to the Head
- By December 15 - Head reviews file and submits complete file to the Faculty Office
- By February 15 – Review by the Dean and submission to Provost & VP (Academic)
- By March 15 – Provost and VP forms recommendation on promotion to Assistant Professor and Associate Professor. Faculty Office informs member of decision
- By April1 15 - Provost and VP forms recommendation on promotion to Professor. Faculty Office informs member of decision

Promotion Criteria: Clinical Faculty

- **Source**
  - Two documents on the Faculty Resources website:
    - Clinical Faculty Promotion Requirements (core requirements by rank)
    - Clinical Faculty Promotion Criteria Tables (detailed rubric with evidence/examples by level)
- **Three areas assessed at every rank**
  - Teaching/Education
  - Research & Scholarly Work
  - Professional & Administrative Service
- **Expectations rise by rank**
  - **Assistant Professor:** good teaching; successful initiation of research; good service contribution
  - **Associate Professor:** very good teaching; established/emerging national or international research program with external funding; very good service, recognized locally/provincially
  - **Professor:** distinguished scholarship or exceptional teaching; sustained external funding as PI; national/international leadership in service

File Reviewers

How many are needed?

- Renewal Applications: **0**
- Promotion to Associate Professor Applications: **4** (at least 3 external)
- Promotion to Professor Applications: **5** (at least 4 external)

Who is an appropriate File Reviewer?

- Have expertise in the applicant's discipline (usually an academic at another University)
- Impartial, appropriate and capable of making an assessment
- Be at or above the rank the member is applying for
- Where appropriate, the file reviewer should have international stature *(i.e. an internationally-recognized expert in the field)*
- Be arm's length from the candidate and able to provide an objective assessment of your work

If you are unsure who would be a suitable file reviewer, consult with your Unit Head and/or senior colleagues

What about internal File Reviewer?

When using a file reviewer from within Queen's, as is permitted, it is important to be cognizant of any potential bias they could have. Particularly, we strongly recommend avoiding using internal file reviewers from within the same department, and stress that the committee should be confident that the file reviewer is able to form an unbiased assessment, and to be attentive to the ways in which intra-unit relationships can compromise this.

File Reviewers

Applicants must indicate the **nature of their relationship with each file reviewer*** who is put forward for consideration, and the committee must select file reviewers that are arm's length from the applicant.

In general, an arm's length file reviewer means:

- No personal connections (family member, spouse, close friend, etc.)
- No conflict of interest (financial, other commitments, etc.)
- Not the applicants current or former supervisor
- Have not collaborated/co-published within the last 5 years, and no future plans to collaborate

**applicants should go beyond just stating the file reviewer is arm's length. They should disclose what type of interactions they have had with the file reviewer and when, and if there have been no interactions, they can state the they have never met or had any contact with the proposed file reviewer*

Not every situation is clear, and in some cases the RCP Committee may have to ask for more information to determine if the file reviewer is genuinely arm's length (i.e. can make an unbiased assessment of the candidate's file). If the committee has any questions when determining arm's length status, they can reach out to the QHS Staffing Office.

Process for File Reviewer Selection

- The Member shall provide a list of prospective file reviewers to the Committee **no later than August 31.** The total number of file reviewers proposed by the Member must be **greater than the number of letters** from file reviewers required.
- The Committee shall also suggest names of prospective file reviewers who are at arm's length from members of the Committee
- The Member shall inform the Committee in writing of the nature of the relationship they have with all individuals nominated to be file reviewers.
- The Department will reach out to each file reviewer selected with the mandatory cover letter requesting confirmation of arm's length status. Only once this is confirmed and they agree, would the application be shared with them.

RCP Process Overview - Soliciting File Reviewer Letters

- **Ensure letters are being sent directly to admins** – Units Heads and Committee Chairs shouldn't be receiving letters

- Any file reviewers who make the request should **have their letters masked** by deleting the appropriate signature block and letterhead.

- There are strict rules around how many file reviewer letters and minimum of how many external letters should be included, and clear provisions on what to do if too many letters are received (**whichever letter is received first should be included in the file**).

RCP Process Overview - Colleague Letters & Student Letters

- By **September 15 (Promotion)** or by **October 31 (Reappointment/Continuing)** share file and request feedback
  - This includes the Application File plus “if the Member permits, any other material submitted for this purpose”
- Ensure file is shared with appropriate group of colleagues
- Remember to share the file with members in any cross/joint-appointed units
- Student letters and evaluations must be fully masked – name, email, and any other identifying detail removed, before being added to the file and shared further

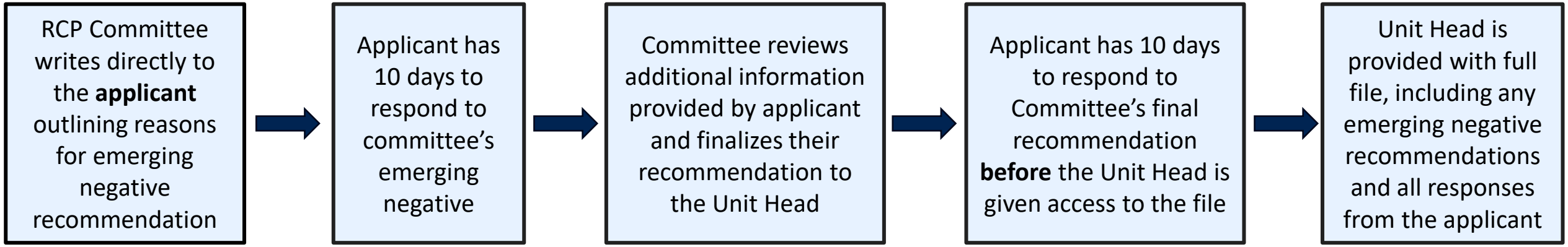
Members Application File

By September 1 (Promotion) or By September 15 (Reappointment and Continuing), the Member shall provide the following materials to the Committee:

- An up-to-date curriculum vitae;
- A separate summary of teaching experience for faculty Members (which may be in the form of a teaching dossier and which may include surveys);
- Copies (if feasible) of all relevant scholarly or creative work (or at least citations for such work) and a description of any work in progress;
- A summary of the Member's administrative service responsibilities and professional service;
- A signed Role Description (using the QHS template) including percentage of time;
- The Member at their discretion may also provide a letter of introduction to their materials and may address any career interruptions.

Steps for Emerging Negative

- If at any stage, the committee, the Head or the Vice-Dean are considering an emerging negative recommendation, that is, that the applicant has not met the requirements of renewal/promotion, then the evaluator will first need to write directly to the applicant, outlining the reasons for the emerging negative recommendation and **give the applicant an opportunity to respond and/or provide additional information.**



Repeat these steps if there is an emerging negative at the Unit Head or Vice-Dean level

When responding to an emerging negative:

- Provide clear rationale to respond to questions/concerns raised by the evaluator
- QHS Staffing can provide support with drafting a response

Submission Checklist

- **Before the file moves forward**, the admin/submitter must complete and confirm the checklist is complete
  - All files submitted electronically as PDF
  - All letters and recommendations signed and on letterhead
  - All student letters and evaluations masked
  - All file reviewers and committee members assessed as arm's length
  - File reviewer letters meet the requirements for the application type

- **The file should not move to the next step until every item on the checklist is confirmed**

FACULTY RESOURCES WEBSITE

Key Resources for Your Department

1

Promotion Timeline

Key dates for the 2026–2027 promotion cycle

2

Reappointment & Continuing Appointment Timeline

Key dates for reappointment and continuing appointment applications

3

Submission Checklists

Completed by the manager/administrator submitting the package to QHS Staffing

4

Colleague & Student Feedback Letter

Mandatory template for soliciting applicant feedback

5

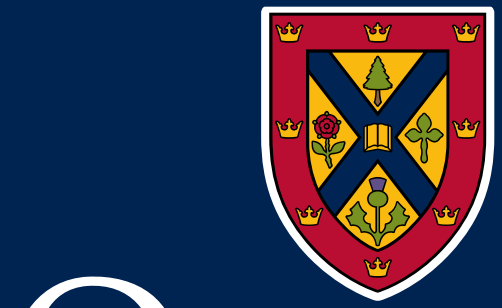
File Reviewer Cover Letter

Mandatory template accompanying promotion files

6

Role Description Template

Mandatory template for the applicant's role description



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