

# Faculty of Medicine

## Promotion (Continuing Appt Stream)

Year-End Meeting with Clinical Department Promotion Committees,  
Heads and Administrators

June 13, 2023



# INTRO

- Promotion is one of the ways through which we formally recognize academic achievement / career progression
- Thank you for your contributions
- Responsibility at all levels (starting with applicant)
- Depts play key role in overall success of process
- Committed to ongoing process improvement
- Purpose of today's meeting:
  1. Highlight key points / recurring issues (not detailed overview of process)
  2. Receive questions and feedback from depts

# 1) APPLICANT

- Detailed candidate's statement (speaking to criteria)
- Comprehensive list of valid, potential external reviewers
- **New this year:** updated Applicant Cover Sheet
  - Must select only **one** career path
- **Organized CV & teaching dossier** (see samples/templates)
  - Clearly separate publications v. presentations (platform or poster) v. invited lectureships, etc.
  - Provide explanation if middle author (clarify contribution)
  - Clearly identify trainee contributions

*NOTE: If applicant is member of dept promotion cttee, must recuse themselves from cttee for the year (COI)*

## 2) DEPARTMENT

*Primary responsibility (during pre-application stage): normally dept/div head, but can vary by dept*

### Pre-application:

- Help members understand criteria and process
- Encourage new faculty members to start early (ex: provide teaching dossier template and other resources in yr 1); avoid 'last minute scramble'
- Provide coaching and mentoring
- Ensure sufficient opportunities to build application in relation to criteria / potential gaps
- Check-in regularly on progress (annual review)
- **Eligibility ≠ readiness**. Have those conversations.

# DEPARTMENT (cont'd)

*Primary responsibility  
at this stage: dept  
cttee (normally / for  
the most part)*

## During application year:

- Communicate timelines and expectations in advance
- **Disorganized/incomplete submission to dept: go back to applicant if needed**; do not pass on to Faculty level
- Internal reference letters (peers, learners, etc.): dept reach out on candidate's behalf; applicants are not to canvas for themselves
- **COIs**: ensure they are declared/discussed, documented and managed appropriately (examples on next slide)

# \*COIs

*Does the relationship between candidate and committee member (or other reviewer) give rise to a reasonable apprehension of bias?*

<b>COI</b>	<b>Grey areas...</b>	<b><u>NOT</u> COI</b>
<p>Professional relationships:</p> <ul style="list-style-type: none"> <li>• Current or recent (e.g. last 5 years) publications or grants together</li> <li>• Current or former supervisor/trainee relationship</li> <li>• Acting as int. referee/ reference for an applicant (you can't do both)</li> </ul> <p>Close personal relationships:</p> <ul style="list-style-type: none"> <li>• Friendships / 'enemies' (i.e. interpersonal conflicts)</li> <li>• Familial or romantic relationships</li> </ul>	<p>Examples of questions to ask/discuss:</p> <ul style="list-style-type: none"> <li>• <u>Publications</u>: How many authors were involved? How recent were the publications?</li> <li>• <u>Grants</u>: How big is the grant? What were the roles of the applicant and committee member?</li> </ul> <p><b>Consult FoM HR</b></p>	<p>Professional relationships:</p> <ul style="list-style-type: none"> <li>• Working in same field; seeing each other at conferences</li> <li>• Being appointed in same department</li> <li>• Being colleagues with applicant's supervisor</li> <li>• Most teacher/student relationships in group settings (except for direct trainees)</li> </ul> <p>Personal relationships:</p> <ul style="list-style-type: none"> <li>• Knowing someone as a casual acquaintance</li> </ul>

# DEPARTMENT (cont'd)

- **External referees:**
  - Ensure **arm's-length and appropriate** (i.e. they are a scholar in that field / able to comment on applicant's research)
  - When reaching out, **use letter templates** (provided by Dean's Office). **Do not ask them to complete worksheets** (criterion by criterion assessment = role of the committees).
  - Ensure referee letter comments **explicitly on quality & impact of applicant's scholarly work** (= main goal of the letter)
  - Dept should not conclude its final recommendation until external referee letters received/reviewed

# DEPARTMENT (cont'd)

**Dept committee letter** must be **sufficiently detailed**:

- Address each criterion, and whether each is considered met/unmet
- Comment on external referees:
  - Required number of referees met
  - Confirm they are truly arm's length
- Comment on COI
  - Indicate if committee member had COI and how it was managed (i.e. recusal and/or other)



# DEPARTMENT (cont'd)

- **Submission to Dean's Office:**
  - **Organized (as per checklist provided to administrators)**
  - **Complete (will not accept partial files)**
  - **By deadline**

# Feedback? Questions?

**RESOURCES:** Don't  
hesitate to reach out...

- Dept Administrator
- FoM HR (Dean's Office)
- FoM Fac. Dev't  
(CPDME)
- Dal Centre for Learning  
& Teaching