# Department of OTL-HNS

# Checklist for Submission of Promotion Dossier : Assistant to Associate Professor

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| **1** | Email these 4 documents to:  [**hracad-aec6.med@mcg**](mailto:aec7-hr.med@mcgill.ca)**ill.ca** on or before the deadline indicated above | | Personal statement  Site Director Support Letter  Curriculum Vitae  Teaching Portfolio |
| **2** | **Promotion Evaluation Criteria: *The three categories of academic duties are***:   1. *teaching (graduate and undergraduate classes, supervision of individual student programs and teaching in the clinical setting)* 2. *research and other original scholarly activities, and professional activities,* ***including professional or clinical innovation \*****(*\**Innovation that has an influence on the practice of the profession, and that is published, publicized or otherwise recognized in a way that makes possible its evaluation by external peers).* ***For CAS*** *(****clinical/professional****) this could include introduction and/or establishment of novel clinical techniques or programs.* 3. *other contributions to the University and scholarly communities*   For more detailed information click on pdf file:    **For promotion to Associate Professor Full Time CAS (Clinical/research/professional): Excellence** should be demonstrated in ***two*** *of the three* categories of academic duties. “Excellence” includes the amount of activity and the quality of contributions.  For Policy on Appointments and Promotions click on pdf file:    *Faculty of medicine appointments and promotions*    Regulations | | |
| **3** | **Personal Statement (Cover Letter) (maximum 2 pages)** | A succinct summary of contributions in each of the three categories of academic duties (outlined above) to provide evidence of why the promotion is warranted  For more information on how to demonstrate excellence click on pdf file:    Give specific examples on how each the promotion criteria have been met (amount of activity and quality of contribution) | |
| **4** | **Site Chief**  **Support Letter** |  | |
| **5** | **Curriculum Vitae** | Follow the McGill CV template    Click to see template: | |
| **6** | **Teaching Portfolio (maximum 20 pages**  **– including any appendices)**  **Appendices**  **(maximum 10 pages)** | Follow McGill University’s *Guidelines for Developing a Teaching Dossier*   * + The Teaching Portfolio documents the effectiveness, scope, complexity, and individuality of an instructor's teaching, reflecting the progression of teaching over time.   + The Teaching Portfolio consists of a teaching statement and supporting appendices. Three main categories include:  1. Teaching Approach or ‘philosophy’ (1-2 pages) 2. Teaching Responsibilities 3. Evidence of Teaching Effectiveness:   For help in interpreting results of course evaluations, refer to the Teaching and Learning Services website at http://www.mcgill.ca/tls/teaching/course-evaluations/interpretation   1. Teaching development and educational leadership activities (if applicable).   For more information click on pdf file to see guidelines:    In order not to overwhelm the reader, only documents which support the discussion presented in the dossier should be appended  All Appendices should be labeled clearly and explicitly referenced in the main dossier. | |
| **7** | **Additional Information to keep in mind** | * Entire dossier MUST NOT EXCEED **75 pages** (CV, Teaching Portfolio and Appendices). * Teaching Portfolios must not exceed a total maximum of 20 pages (including appendices – Appendices should not exceed 10 pages) – the Faculty of Medicine will return dossiers that exceed the maximum allotted pages. * Teaching Portfolio: please use the exact wording of sub-titles as outlined in Appendix A (i.e. Teaching Approach, Teaching Responsibilities, Evidence of Teaching Effectiveness, Teaching Development and Educational Leadership (if applicable). | |
| **8** | **Useful Links:** | Faculty of Medicine promotion website: [http://www.mcgill.ca/medicine-](http://www.mcgill.ca/medicine-academic/promotion) [academic/promotion](http://www.mcgill.ca/medicine-academic/promotion)  Faculty of Medicine Appointment and Promotion Policy:  <https://www.mcgill.ca/medicine-academic/promotion/promotion-assistant-professor-or-associate-professor>  Teaching Portfolio Guidelines – Appendix A: [http://www.mcgill.ca/medicine-](http://www.mcgill.ca/medicine-academic/files/medicine-academic/appendix_a.pdf) [academic/files/medicine-academic/appendix\_a.pdf](http://www.mcgill.ca/medicine-academic/files/medicine-academic/appendix_a.pdf)  McGill CV Template (English): [http://www.mcgill.ca/medicine-academic/files/medicine-](http://www.mcgill.ca/medicine-academic/files/medicine-academic/suggested_-cv_-format_1.doc) [academic/suggested\_-cv\_-format\_1.doc](http://www.mcgill.ca/medicine-academic/files/medicine-academic/suggested_-cv_-format_1.doc) | |