

# Webinar: Promotion to Full Professor (CAS)

Dr. Lesley Fellows, Vice-Dean Academic Affairs



McGill

Department of  
Surgery

Département  
de chirurgie

# Academic work is flexible

- Creative, innovative, adaptable to your strengths and environment
- It is largely UP TO YOU to define your academic roles and to demonstrate that your performance of those roles meets [REASONABLE] or exceeds [EXCELLENT] the University's expectations.
- Your academic Department sets the local expectations in general terms, and specifically with regards to your role. Your academic department Chair should communicate this to you. The expectations of the department, faculty and University are set out in your Letter of Offer.
- It is your responsibility to make your case for reappointment, promotion ± tenure.

# Roadmap

- Know where you are going, and when
  - align your goals with University expectations
  - align your activities (and your time commitment) with your goals
- Set up your academic dossier now, and update it as you go
  - keep records! Teaching evaluations, etc.
  - Get help from mentors, colleagues experienced with the promotions process, your AEC.
- Are there gaps or areas of weakness in your skills or knowledge?
  - Access resources to address them early
    - Faculty Development
    - Teaching and Learning Services
    - Collaborations
    - Mentorship

# When to apply for Full Professor?

- at least 5 years at current rank (Associate Professor)
- Early recommendation for promotion is possible if supported by the Department, but you need to have already accomplished what would be expected in 5 or more years, and a clear indication that this is a sustained body of work: a trend, not a “blip” in your performance.
- If it has been many years since your were promoted to Associate Professor, focus especially on the last 6-7 years. You can count activities before that, of course, but you need to show that you are currently performing at a superior level.

# Process



# Criteria

**Highly significant contributions**

**Research/or other original scholarly activities, as evidenced by international recognition by peers**

OR

**Professional and/or clinical innovation recognized and evaluated by peers. International recognition.**



Adobe Acrobat Document

Appointment and Promotions p.8-10

**Superior teaching record**

**Superior contribution to the University and scholarly communities**

\*For CAS Clinical, Superior in two spheres (usually teaching and innovation/research), at least reasonable in the third. But usually people who are performing at a superior level in two spheres are also superior in the third, because these activities are generally correlated.

## Promotion (CAS: Clinical)

- ii) 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

# WHAT IS EXCELLENCE?

- Teaching
  - ‘Classroom’ contact
    - Lectures, small groups, AHD...
  - Clinical/bedside teaching
    - Hours, evaluations,
  - Supervision of research
    - Students/fellows: publications, presentations, external fellowships/awards, ...
- Research/scholarly activity/clinical innovation
  - Leading edge; externally evaluatable: aim for an international profile
    - Publications, chapters, invited talks—local and national/international, external accreditation, program awards...
    - Evidence of impact is more than (or different than) publication metrics like h-index, etc. Is your research or innovation creative, influential? Show us evidence. Explain your contribution to larger teams, to driving research through e.g. open science or other common goods, and so on.
- Other contributions to the academic community
  - Administration, committee work hospital or Univ.
  - Grant review, journal peer review, participation in expert panels, organizing conferences, leading provincial/national/international networks or teams...



# Demonstration of international recognition

## Examples (Not Exhaustive)

- Publications in internationally-respected journals relevant to field
- International research collaborations with peer-reviewed funding, publications
- Awards and honors from international bodies
- International visiting scholar, speaker, conference keynotes
- Editor or editorial board membership of relevant journals
- Organizer of international conferences, workshops, symposia, etc.
- Substantial involvement in international professional organizations relevant to field (e.g., member of executive committee)
- Service for international bodies: grant reviews, tenure/promotions dossiers for leading universities, etc.

**Evidence of a rising trajectory, a body of work, substantial and sustained contributions...**

# Dossier requirements by Candidates to DPC

CV (McGill format)



Microsoft Word  
7 - 2003 Documer

External Evaluator List (8 needed; arms'-length)

Recommendation from Division Director

Personal Statement



Adobe Acrobat  
Document

**Focus on international scholarship**

# Dossier requirements for FPC

CV (McGill format)



Microsoft Word  
7 - 2003 Documer

Signed External Evaluator List

Support letter of the Chair (joint appointments need support from both chairs)

Personal Statement

# Important dates

Departmental deadline  
one (1) month prior to  
Faculty deadline

Faculty Deadline  
Fall:  
October 1st

Faculty Deadline  
Spring: April 1st

# Your Promotion toolkit



Adobe Acrobat  
Document

**Demonstrating  
Excellence**



Microsoft Word  
7 - 2003 Documer

**CV**



Adobe Acrobat  
Document

**Academic  
Appointments and  
Promotion**



Adobe Acrobat  
Document

**Regulations**



Microsoft Word  
Document

**Checklist**



Adobe Acrobat  
Document

**Presentation by Angela  
Campbell, Associate Provost**