

## Promotion Department Checklist for Clinical Faculty Members 2024-2025 (Senate Policy)

<b>Name of Applicant:</b>	
<b>Department(s):</b>	
<b>Current Rank:</b>	
<b>Promotion for Rank of:</b>	
<b>Checklist completed by (name of department admin):</b>	

<b>Section A: Recommendations</b>	<input type="checkbox"/> 0. Completed Promotion Department Checklist <input type="checkbox"/> 1. a) RTP Committee Recommendation <input type="checkbox"/> Includes reasons <input type="checkbox"/> States they are in favour (or not) <input type="checkbox"/> Signed and on letterhead by the Chair <input type="checkbox"/> 1. b) RTP Committee Membership Table <input type="checkbox"/> Includes roles and appointment types <input type="checkbox"/> <b>All</b> committee members are at arm's length <input type="checkbox"/> 1. c) RTP Committee Minutes, if applicable (pertains to applicant only) <input type="checkbox"/> 2. Department Head Recommendation <input type="checkbox"/> Includes reasons <input type="checkbox"/> States they are in favour (or not) <input type="checkbox"/> Signed and on letterhead
<b>Section B: Letters</b>	<input type="checkbox"/> 4. a) <b>Unaddressed</b> copy of template letter sent to referees (only 1 copy) <input type="checkbox"/> 4. b) Referee letters <input type="checkbox"/> Masked if requested by the referee <input type="checkbox"/> Signed and on letterhead <input type="checkbox"/> 4. c) Statement of arm's length <input type="checkbox"/> 5. a) <b>Unaddressed</b> copy of template letter sent to colleagues (only 1 copy) - Include letter sent to colleagues in cross-appointed department(s) if applicable <input type="checkbox"/> 5. b) Colleague letters <input type="checkbox"/> 6. a) <b>Unaddressed</b> copy of template letter sent to students (only 1 copy) <input type="checkbox"/> 6. b) Student letters <input type="checkbox"/> <b>All</b> letters must be masked
<b>Section C: Member's Application File</b>	<input type="checkbox"/> 7. Up-to-date CV <input type="checkbox"/> 8. Teaching dossier <input type="checkbox"/> 9. Scholarly work <input type="checkbox"/> 10. Summary of contributions to the Department, University and profession <input type="checkbox"/> 11. Role description

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	<input type="checkbox"/> Must include percentage of time <input type="checkbox"/> Must be signed <input type="checkbox"/> 12. Additional relevant material <input type="checkbox"/> 13. For Promotion to Professor – short biographical profile
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### Referee Requirements

Type of Application	Number of Referee Letters	Requirements
Promotion to Assistant	<input type="checkbox"/> 3 references	<input type="checkbox"/> Internal or external <input type="checkbox"/> All must be Assistant Professor or above
Promotion to Associate	<input type="checkbox"/> 4 references	<input type="checkbox"/> 3 must be external <input type="checkbox"/> All must be Associate Professor or above
Promotion to Professor	<input type="checkbox"/> 5 references	<input type="checkbox"/> 4 must be external <input type="checkbox"/> All must be Professor

### Submission Checklist – to be confirmed by the Department Admin prior to submission to QHS Staffing:

- All files are submitted electronically as Adobe (PDF)
- All letters and recommendations are signed and on letterhead
- All student letters and evaluations have been masked
- All referees and committee members have been assessed as at arm's length
- All reference letters have met the requirements for promotion
- Documents have been compiled in the order listed above in Sections A through C
  - When naming folders and documents, only include the item number and item title as listed above