

Tips for Applicants

A detailed checklist to help applicants avoid the most common issues when preparing their application materials.

Before preparing your Promotion Materials, did you:

- Meet with your Division Director to discuss.
- Attend a tenure and promotion workshop (if possible).
- Review the appropriate performance standard (e.g. FEC Standards, FEC Standards for FSOs, etc).
- Review the information and templates on the [DoM website](#).
- Review the feedback received during your 3rd Year Review or previous promotion (if applicable).

Letter of Application – did you:

- Put it on your Division or U of A letterhead (U of A logo should appear on page 1 only).
- Check that it is no more than 5 pages in length.
- Put page numbers on each page.
- Insert headings that reflect your position description, including the % allocation (e.g. “Research 30%”).
- Check that the content is accurate, up to date and free of typos.
- Ensure the letter flows well, aligns with your position description and identifies the basis for promotion.
- Convey the impact and significance of your activities, and your areas of strength.
- Describe how problem areas were addressed/are being addressed (e.g. a pattern of low teaching evaluations or negative comments from learners, or an issue with graduate student supervision).
- End with a brief description of future plans; what you would like to accomplish over the next 5 years.
- Sign the letter.

Curriculum Vitae (CV) – did you:

- Use the DoM Standard Format CV Template.
- Include page numbers on each page.
- Check that the content is accurate, up to date and free of typos.
- Reflect your entire career.
- Specify your role in committees (e.g. “Member” or “Chair”) and the dates served.
- Specify your role in each grant and list the corresponding dollar amount.
- Include only publications that are “published” or “in press”.
- Include the complete reference information for each publication.
- Remove pending items (e.g. grants that were not yet awarded, papers that were not yet accepted).
- Use a consistent font throughout the CV.
- Use a consistent date order in each section of the CV.

Teaching Dossier – did you:

- Use the DoM Teaching Dossier Template (or another Teaching Dossier template of your choice).
- Fill in all applicable sections and delete the sections that do not apply.
- Ensure it is accurate, up to date and free of typos.
- Describe your efforts to improve if you have had mean evaluation scores of < 4.0/5.0 (may also need to be addressed in your letter of application).

Teaching Evaluations - did you:

- Include **ALL** existing, original teaching evaluations (UME, PME and DL, as applicable). Do not omit lower evaluations or negative comments.
- Organize the evaluations and combine them into a **single** PDF document.
- If you have a large number of evaluations, preface your evaluations with a **summary table** outlining your average overall teaching evaluation scores by year, by learner level and by type of teaching.

Works of Scholarship (from the FEC Standards: “Any type of scholarship (Discovery, Integration, Application, or Teaching) that applies Glassick’s criteria of scholarship: clear goals, adequate preparation, appropriate methodology, significant results, effective presentation, and reflective critique.”) **Did you:**

- Include your 5 best works of scholarship (if you have \geq 30% research, include your 5 best papers).
 - More recent works of scholarship are preferable.
 - Examples of Works of Scholarship:
 - Publication
 - Book chapter
 - Curriculum
 - Manual
 - Guideline
 - Online publication
 - Reflective summary of a clinical or educational initiative and measurement of its impact (through evaluations, etc.).
 - Written Terms of Reference for a clinic or other clinical endeavor you have established.
- Preface your works of scholarship with a Statement or Cover Page, briefly describing *your specific contribution* to each work, as well as its impact and significance.

Letter(s) of Support – did you:

- Request and obtain a Letter of Support from your Division Director (this is mandatory).
- Request and obtain additional letters of support (optional, only if appropriate). These are not usually included but may be appropriate in specific instances only if they serve to elevate the submission and demonstrate that an aspect of your work is particularly noteworthy. E.g.:
 - Letter of support from a former mentor/supervisor who is frequently listed as a collaborator, confirming your independence;
 - Letter of support from clinical or educational leader describing the importance and impact of an innovation that was developed or implemented by you;
 - Letter of support from the Chair of a Committee on which you have a major role.

Letter from the Chair, DoM, will be added after you submit your materials – you do not need to request this.

List of Referees (not applicable for 3rd Year Reviews) – **did you:**

- Provide a list of potential referees by completing the appropriate template and following the criteria for selecting referees outlined on the template.

After preparing your Promotion Materials – did you:

- Ask your mentor (or a trusted colleague) to review your materials and provide candid feedback.
 - Make appropriate revisions.
- Ask your Division Director to review your Letter of Application and your List of Referees.
 - Make appropriate revisions.
- Carefully proofread and edit all documents before submitting.
 - Make appropriate revisions, ensuring that the materials are **100% consistent** (e.g. if you make a change to your CV, do you need to make a corresponding change to your letter of application?)