

Date

Dr. Simone Vigod
Professor and Labatt Family Chair of the Department of Psychiatry
Temerty Faculty of Medicine, University of Toronto

Dear Dr. Vigod,

Junior Promotion letters of request are typically 1 page long. Do not repeat detailed information that is included in your Self-Reflection form. This letter should simply be a summary to orient the Chair and the Junior Promotions Committee to your work at a high level, and should act as a cover letter to your self-reflection form.

Opening paragraph (1 paragraph)

- State your role at hospital, appointment category (ie. Full Time vs Part Time vs Adjunct), your academic position description, and date you were initially appointed as Lecturer
- Indicate which pathway you are applying under (Advanced Degree + Publications vs. Sustained Commitment in Teaching, Educational and/or Creative Professional Activity)

Body of Letter (Version 1) Promotion on basis of Completion of Advanced Degree + Publications (1 paragraph)	• Explain how you meet the advanced degree and publications criteria for Jr Promo • (if applicable) Brief summary of your research program, noting number of papers, amount in grants
Body of Letter (Version 2) Promotion on basis of Sustained commitment to the academic mission	<u>Accomplishments since Initial appointment – Teaching and Education (if applicable, 1 paragraph)</u> • Summarize your teaching activity (at undergrad, postgrad, fellows, CPD levels) and top accomplishments in 2-3 sentences. • Summary sentence regarding your teaching evaluations, and your TES mean score compared to average. If TES from POWER or MedSIS not available, explain what evaluations are presented in your teaching dossier.

	- Summarize your top accomplishments in educational activity in 2-3 sentences (ie. Design and development of curricula, educational offerings and/or educational materials). <u>Accomplishments since Initial appointment – Creative Professional Activity (CPA) (if applicable, 1 paragraph)</u> <i>CPA scholarship includes research.</i> - Summarize your CPA accomplishments in 3-4 sentences. This includes your clinical research. - What did you do? What was your leadership role? What was the impact at local, regional levels? (national, international if applicable)?
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Closing paragraph/ statement (1 paragraph/ 1 sentence)

Sincerely,