
Department of Psychiatry Junior Promotions: Required documents

Your complete submission (of all required documents below) cannot exceed 50 pages (for candidates appointed less than 10 years) or 75 pages (for candidates appointed more than 10 years).

1. Application Form

- Attach all required documents to the [application form](#). Please name your attachments with the appropriate document name, prefaced by your last name ie. Smith_PIC_Letter_of_Support
- For question 4 "What type of appointment are you applying for now?", select "Promotion from Lecturer to Assistant Professor"

2a and b. Updated Curriculum Vitae (ideally WebCV format), with CV Summary Sheet

- (a) [WebCV format](#) is preferred, but not mandatory. Remove blank sections where there is no relevant activity. Ensure all details are complete (dates reflected accurately; publications cited appropriately; role in grants clear and reflected properly). Inaccurate or incomplete CVs may result in an unsuccessful application.
- (b) Include a completed [CV Summary Sheet](#). Depending on your academic role, not all sections will be applicable (eg. Clinician Teachers may have limited publications or funding).

3. Letter of request to the Department Chair

- 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.
- See [Psychiatry – Junior Promotion letter of request guide](#)

4. Self-Reflection form

- Include the completed [Self-Reflection form](#)

5. (if applicable) Teaching dossier, including teaching philosophy statement and summary of teaching scores / evaluations

- Note: A teaching dossier is not required if you are applying under Advanced Education or Sustained Commitment to CPA (although you are welcome to submit one).
- For information on components of a teaching dossier, see the [FAAC Manual, Appendix B](#).

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- Teaching dossier examples are available upon request (please contact psych.hr@utoronto.ca).
 - The Centre for Faculty Development offers an [annual workshop on creating a teaching dossier](#) (typically taking place in late winter or spring).
 - *Tip: It is best to generate **merged TES reports** for all years since the start of your appointment (rather than including yearly reports). See [Appendix A and B of the Clinical Faculty Appointments and Junior Promotions Faculty Manual](#) for instructions to generate MedSIS reports (for undergraduate teaching) and POWER reports (for postgraduate teaching).*
 - *Tip: If your TES are low compared to the mean or your evaluations include unfavourable comments, please address and explain what steps you took to improve your teaching effectiveness.*
 - *Tip: Do not submit appendices of individual evaluations from rounds/seminars/conferences etc. These types of non-TES evaluations must be summarized in a summary table or plot (see [FAAC manual page 23](#), or summary table [example](#)).*
 - *Tip: Do not submit teaching slides.*

6. (if applicable) Creative Professional Activity (CPA) dossier

- CPA includes your clinical research.
- Candidates applying for promotion based on sustained commitment in CPA must include a supporting CPA dossier. Sample dossiers are available upon request (please contact psych.hr@utoronto.ca)
- Please see the [CPA Checklist](#) for guidance in preparing your dossier.

7. Current Academic Position Description (APD)

- The candidate must include their original APD, or an updated APD if it has been changed since the initial appointment. If you do not have a copy, please contact psych.hr@utoronto.ca.

8. Letters of Support (to be emailed directly to psych.hr@utoronto.ca)

Please request letters of support to be emailed directly to psych.hr@utoronto.ca from:

- i. Your Hospital Psychiatrist-in-Chief / Head (*If the candidate's teaching scores are low compared to the mean, or if the teaching evaluations include unfavourable comments, the PIC letter should address and explain what steps the faculty member took to improve their teaching effectiveness.*)
- ii. Your University [Division director](#)
- iii. One additional referee (internal or external to Department of Psychiatry are acceptable)
- iv. (if applicable) Candidates who hold additional appointments in Departments other than Psychiatry should also request a letter from the cross-appointing Chair or Dean in support of their promotion

Note: If you are undergoing your Continuing Appointment Review (CAR) in the same year, you may ask your referees to submit one single support letter addressing how you meet the criteria for both CAR and Junior Promotion.

Additional Requirements

1. As above, application dossiers cannot exceed 50 pages (for candidates appointed less than 10 years) or 75 pages (for candidates appointed more than 10 years).
2. All Junior Promotion candidates in the Department of Psychiatry must have completed [Anti-Discrimination, Anti-Racism and Anti-Bias training](#) (previously titled TIDE Unconscious Bias Education).
3. All Junior Promotion candidates in the Department of Psychiatry must have attended New Faculty Orientation at least once.

If you have not completed requirement #2 or #3 by the time of submission, you cannot apply for Junior Promotion this cycle.