

CREATIVE PROFESSIONAL ACTIVITY (CPA) Promotions Committee Reviewer Guide

The purpose of this guide is to assist in the evaluation of the creative professional activity (CPA) of applications to the promotions committee. For each of the following items, please consider the dossier components by placing a checkmark in the most appropriate box. It is important consider whether clear descriptions of the CPAs, the applicant's role in the CPAs, and the impact or significance of the CPAs are provided. The categories within this framework may be useful in guiding discussions around specific areas of the CPA provided by the applicant.

Scholar & Professional

Absent Present Exemplary N/A

1. Excellence in performance of health professional role(s):

i. Scholar & professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Advocate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. Communicator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Collaborator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description of CPA

2. Provision of a vision statement for the CPA that is related to applicant's position/appointment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Clear career statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Clear description of creative professional activity/activities, including the process or product(s) that contribute to academic enterprises (intervention programs, manuals, reports, policy documents, curriculum resource materials, film etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Clear goals for each CPA activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Goals were based upon community/ population identified needs/strengths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Activities and /or processes were developed with community partners if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Role of Applicant in CPA

8. Clear description and evidence of the applicant's role in CPA (Is applicant the leader of the CPA? Or part of team? The applicant brought the vision or implemented the idea? What tasks were completed by the applicant and were they distinct from other faculty or participants?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Impact & Significance

	Absent	Present	Exemplary	N/A
9. Evaluation of program/ activities occurred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evidence of significant impacts or change to community/ population/policy/ clinical practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Evidence that outcomes have led to improvements or new approaches in service/ quality of care/ processes/ policies/ fundamentals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Evidence of adoption of approach or use of product by others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Letters demonstrating impact at community/sector levels (national & international)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Evidence of sustained relationships/partnerships with community/ organizations/ populations (how will CPA be sustained?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dissemination / Knowledge Translation

15. Multiple dissemination strategies applied (articles-peer reviewed/ non-peer- reviewed, rounds, novels, films, newsletters, journals etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Dissemination to the community occurred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>