



Checklist for Clinical Promotions

Clinical, Adjunct and Adjunct/Research

Step 1: Documents and Deadlines: If interested send CV and cover letter outlining how you meet promotion criteria to Debbie Velsink (debbie.velsink@ahs.ca) by **December 18, 2023** for Assessment by Clinical Promotions Advisory Committee.

<p>Step 2: Documents and Deadlines Present all checked to Debbie Velsink by the date indicated</p>	Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
	January 30, 2024	January 30, 2024	January 16, 2024
<p>Updated Curriculum Vitae → Completed in Faculty Format</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Teaching Dossier → Resources can be found at https://taylorinstitute.ucalgary.ca/resources/teaching-dossiers</p>	<i>Not mandatory but recommended</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>ONLY IF JOINT APPOINTED -please arrange for other Department Head's recommendation letter to come to Debbie Velsink</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Five Best Publications LIST → Include a <u>list</u> with brief overview of the importance of each publication AND applicant role in multi-authored publications</p>			<input checked="" type="checkbox"/>
<p>Five Best Publications Copies</p>			<input checked="" type="checkbox"/>
<p>List of Six External Referees → Addresses/email/contact details → Provide brief background comments about each referee including any relationship with candidate</p>			<input checked="" type="checkbox"/>

External Referee:

- i. Be external to the University of Calgary
- ii. Hold or have held academic rank at the full Professor level and
- iii. Have an arm's length relationship with the candidate
 (not published together in last six years, not a former supervisor or a current collaborator)



Promotion Criteria		Promotion to \longrightarrow	Clinical Professor	Clinical Associate Professor
B.3.1 Education	3.1 a) Scholarship in Education	i. Publications in Education ii. Presentations in Education iii. Service to Educational Organizations iv. Recipient of Educational Awards and Prizes	Expected	
	3.1 b) Quantity and Quality of Teaching Contributions	i. UME, PGME, CME teaching activities, faculty development, supervision of graduate students, postdoctoral and clinical fellows ii. Participation in teaching development programs iii. Participation in the assessment of students	Expected	Expected
	3.1 c) Leadership in Delivery of Educational Programs	i. Direction of Education Components ii. Evaluation of Education iii. Administration of Education iv. Roles within provincial, national/international organizations	Expected	Expected
	3.1 d) Development of Educational	i. Development of Curricular Units ii. Development of Educational Materials iii. Development of Personnel	Expected	Expected
	3.1 e) Mentoring and Advising	i. Undergraduate and resident advisor, career counseling, supervising	Expected	Expected
B.3.2 Research/Scholarship/ Creative Activity	3.2 a) First Order Criteria	i. Peer-Reviewed Publications ii. Acquisition of Refereed Grants iii. Invited Presentations at Symposia, National and International Meetings iv. Leadership Role in Fostering Research	Expected	Expected
	3.2 b) Second Order Criteria	i. Commercialization of Technology ii. Publication of Non-Peer Reviewed Publications iii. Local, National and International Communications iv. Acquisition of Non-Refereed Grants and Contracts v. Participation in Networks and Consortia vi. Creative Professional Activity	Expected	Expected
B.3.3 Service	3.3 a) Administration	i. Administrative contributions <u>within</u> the department, faculty, university, and affiliated institutions ii. Administrative contributions <u>outside</u> of the department, faculty, university and affiliated institutions	Expected	Either i or ii
	3.3 b) Clinical Activities	i. Clinical practice ii. Maintenance of competence iii. Innovative activities in clinical and support service areas iv. Contributions to institutional total quality assurance programs	Expected	Expected

Clinical Assistant Professor

Each of the following	Recognition by his/her peers
	Documented meritorious contributions in educational, research or administrative activities.
	Achievement of Performance
	Demonstrable and sustained contribution to Cumming School of Medicine

And at least one of the following:	Demonstrable contribution to national or international societies
	Recognized professional contribution to government or national organizations
	Noteworthy contribution to the life of the community

Link to Clinical Promotion Policy:

<https://cumming.ucalgary.ca/sites/default/files/teams/19/policies-forms/criteria-car-september-2009-current.pdf>