



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 January 3, 2025 for Assessment by Clinical Promotions Advisory Committee. In cover letter include the information in the attached promotions information and education contributions documents.

| <p>Step 2: Documents and Deadlines Present all checked to Debbie Velsink by noon on the date indicated</p> | Clinical Assistant Professor | Clinical Associate Professor | Clinical Professor |
|---|--------------------------------------|-------------------------------------|-------------------------------------|
| | March 14, 2025 | March 14, 2025 | February 14, 2025 |
| <p>Updated Curriculum Vitae → In any format, here is link to Faculty Format if you choose to use the 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 → | 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 |

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| Clinical Assistant Professor |
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| 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 |

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|---|--|
| 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>