



Clinical/Adjunct/Research Promotions Submission Form

If you would like a copy of the form you just submitted, please use the **Download PDF** link found immediately below the following paragraph. **This is your only opportunity to download a copy for your records.**

Thank you for taking the time to submit your information. If you have questions or feedback about this form, please contact ofd@ucalgary.ca for assistance. Otherwise, thank you and have a great day!

This is your Cumming School of Medicine Clinical/Adjunct/Research (CAR) Promotions Submission Form.

Instructions:

1. Please do not begin this form until you have gathered all required information and have sufficient time to complete it in full. This form cannot be saved partway through, and once started, you cannot pick up where you left off. If you exit before submitting, all entered information will be lost and you will need to start again. We strongly recommend reviewing the [Promotion Application Checklist](#) (found below the videos) and the [CAR Promotions Submission Form Preview](#) before you begin.
2. You do not select your promotion rank directly. Your department head will recommend a rank based on the activities you list in this form. Please ensure you include the majority of your meaningful contributions so they have enough information to make that recommendation.
3. You will be asked to enter your contributions in up to two of three pillars of academic activity: Administrative/Service, Research/Scholarship, and Education/Teaching. We recognize that some activities may overlap or could reasonably fit into more than one category. **Please list each activity only once.**
4. You will have the opportunity to download a PDF copy AFTER your final submission.

Collection Notice

This information is being collected under the authority of **Section 4(c) of the *Protection of Privacy Act (POPA)*** for the purpose of determining successful Clinical, Adjunct, and Research faculty promotions. Copies of your report will be viewed by your Department Head, CSM Clinical, Adjunct and Research promotions committee and CSM staff essential to CAR promotions and reporting. If you have questions about the collection or use of this information, contact the Office of Faculty Development at ofd@ucalgary.ca.

*Please enter your **first and last name**.

First Name

Test first name

Last Name

Test last name

*Please enter your **email address**.

** A copy of your application will be sent to this email address.*

test@ucalgary.ca

*Please confirm your **email address**.

test@ucalgary.ca

*Please select your **Department**.

** Select your primary department.*

- | | | | |
|--|---|---|---|
| <input checked="" type="radio"/> Anesthesiology,
Perioperative and
Pain Medicine | <input type="radio"/> Biochemistry &
Molecular Biology | <input type="radio"/> Cardiac Sciences | <input type="radio"/> Cell Biology and
Anatomy |
| <input type="radio"/> Clinical
Neurosciences | <input type="radio"/> Community Health
Sciences | <input type="radio"/> Critical Care
Medicine | <input type="radio"/> Emergency
Medicine |
| <input type="radio"/> Family Medicine | <input type="radio"/> Medical Genetics | <input type="radio"/> Medicine | <input type="radio"/> Microbiology,
Immunology &
Infectious
Diseases |
| <input type="radio"/> Obstetrics and
Gynaecology | <input type="radio"/> Oncology | <input type="radio"/> Pathology and
Laboratory
Medicine | <input type="radio"/> Paediatrics |
| <input type="radio"/> Physiology &
Pharmacology | <input type="radio"/> Psychiatry | <input type="radio"/> Radiology | <input type="radio"/> Surgery |

*What is your current Clinical/Adjunct/Research (CAR) faculty rank?

If you are unsure or do not currently hold an appointment, please do not proceed with this form and contact your department administrator.

- ☐ CAR Lecturer
- ☒ CAR Assistant Professor
- ☐ CAR Associate Professor

*Since your last promotion, have you held or do you currently hold an AMHSP, ARP, or Fee-for-Service role with a paid FTE, or are you otherwise remunerated for the time or expertise associated with the activities you are reporting in this promotion application?

☒ Yes

☐ No

☐ I don't know

*Since your last promotion, list any roles with protected or paid time - include the duration.

Include details such as your percentage allocation (e.g., 40% clinical, 20% research, 40% teaching) or any paid leadership/education/admin roles (e.g., 0.2 FTE as Clinical Site Lead, Program Director, Electives Coordinator, etc.) and for how long you held those roles for.

test answer

*Cover Letter Submission

You may either upload a PDF of your cover letter or enter your content directly into the text box below. Regardless of format, your cover letter must include the following information:

1. Current Appointment

Clearly state your current CAR rank

Example: "I am currently a CAR Assistant Professor"

2. Time Since Last Promotion/Initial appointment

Clearly state the year of your last promotion or your initial appointment to your current CAR rank.

3. Primary and Secondary Pillars of Academic Activity

Identify your primary and (if applicable) secondary pillars of academic activity:

Administrative/Service, Research/Scholarship, Education/Teaching

4. Summary of Contributions and Alignment with Promotion Criteria

Provide a brief summary of your most significant and impactful contributions, highlighting how these align with the criteria for the rank you are seeking. Use bullet points or short paragraphs, and indicate the academic area(s) associated with each contribution. (Include link to updated criteria [here](#).) For research/scholarship, include relevant metrics of impact; for education/teaching, describe your scope and influence as an educator; and for administrative/service, outline your leadership reach and impact.

5. Advancing UCalgary/CSM

Provide a brief summary of how your work advances the University of Calgary/CSM. This can include contributions that strengthen the functioning and growth of the university, its departments, and the broader academic community. For work conducted externally, demonstrate how it aligns with the university's missions of teaching, research, and service, and how it enhances the university's reputation and impact at the local, national, or international level.

[Find examples of sample cover letters here \(under Sample Application Profiles, near the bottom of the page\).](#)

Note: This cover letter will be used by your department head to concisely summarize your contributions and to present your file to the CAR Promotions Committee during the review process. Be clear, specific, and highlight your most relevant accomplishments.

You can use Microsoft Copilot Chat to help you craft your cover letter. For instructions on how to do so, [please review this document](#).

*** Your cover letter should not exceed 3,000 characters.**

☐ I would prefer to upload a PDF of my cover letter.

☒ I would prefer to copy and paste my cover letter into a text box here.

Copy and paste your cover letter into the text box below.

*** 3,000 character limit.**

*** The text box below may be resized by clicking and dragging the bottom-right corner of the box.**

Cover letter will either be pasted here or uploaded as a PDF, depending on the selection you make above.

104/3000

***CV Submission**

Please upload a PDF copy of your CV here.

While no specific format is required, the [University of Calgary Cumming School of Medicine CV Template](#) has been updated to align with the CAR criteria and may be a useful reference.

[Find examples of sample CVs for different academic focus areas \(such as education or QI/patient safety focused\) here \(under Sample Application Profiles\).](#)

*** Your CV must be in PDF format only.**

CV-Assoc-Prof-AdminEducation(QI-focused).pdf

The table below provides a high-level summary of the promotion criteria across academic ranks. It is intended as a guide to illustrate expectations and areas of emphasis; applicants should refer to the [detailed CAR Promotions document](#) for complete descriptions, examples, and requirements.

CAR Assistant Professor	CAR Associate Professor	CAR Professor
Contributions in at least 1 of 3 pillars of academic activity: Administrative/Service, Research/Scholarship or Education/Teaching.	<p>Documented contributions beyond the typical practice of their discipline in at least two of the three pillars of academic activity:</p> <p>Administrative/Service (B.2.1–B.2.3): Primary pillar: Minimum 2 of 3 areas of activity Secondary pillar: 1 of 3 areas of activity <i>Internal to the University of Calgary (B.2.1) is required in all cases</i></p> <p>Research/Scholarship (B.3.1–B.3.5): Primary pillar: Minimum 2 of 5 areas of activity Secondary pillar: 1 of 5 areas of activity</p> <p>Education/Teaching (B.4.1–B.4.6): Primary pillar: Minimum 3 of 6 areas of activity Secondary pillar: 2 of 6 areas of activity</p>	<p>Documented contributions beyond the typical practice of their discipline in at least two of the three pillars of academic activity:</p> <p>Administrative/Service (B.2.1–B.2.3): Primary pillar: Minimum 3 of 3 areas of activity Secondary pillar: 2 of 3 areas of activity <i>Internal to the University of Calgary (B.2.1) is required in all cases</i></p> <p>Research/Scholarship (B.3.1–B.3.5): Primary pillar: Minimum 3 of 5 areas of activity Secondary pillar: 2 of 5 areas of activity</p> <p>Education/Teaching (B.4.1–B.4.6): Primary pillar: Minimum 4 of 6 areas of activity Secondary pillar: 3 of 6 areas of activity</p>
These contributions must be achieved since the faculty member's initial appointment.	These contributions must be achieved since the faculty member's last promotion.	These contributions reflect cumulative activity over a faculty member's career.
Demonstrable contribution to activities of the CSM/UCalgary.	Demonstrable contribution to activities of the CSM/UCalgary	Demonstrable contribution to activities of the CSM/UCalgary
		Faculty should be able to show that their work has meaningfully influenced systems, policy, or practice and has had major impact within their discipline.

*Select your Primary pillar of academic activity.

☒ Administrative/Service

☐ Research/Scholarship

☐ Education/Teaching

Select your Secondary pillar of academic activity (if applicable).

☐ Research/Scholarship

☒ Education/Teaching

* PRIMARY PILLAR OF ACADEMIC ACTIVITY SELECTION

Use this section to outline your **Administrative/Service activities**.

- Focus on high-impact roles and your most meaningful contributions.
- Describe the *type, scope, and impact* of your work (e.g., approximate hours contributed, leadership level/scope of responsibility, measurable outcomes).
- Internal to the University of Calgary (B.2.1) must always be included and must clearly demonstrate a contribution to the advancement of CSM and its core mission of teaching, research, institutional service and education.

For a detailed list of potential activities that you can include, please see the [Criteria for Appointment and Promotion of Clinical, Adjunct and Research Faculty document](#).

** Please include activities only once in the most appropriate section.*

** The text box which will appear for each area of activity you select below may be resized by clicking and dragging the bottom-right corner of the box.*

B.2.1 Internal to the University of Calgary is required because this is a University of Calgary promotion process and is therefore automatically selected when the Administrative/Service Pillar is chosen as a pillar. This category includes service, leadership, and committee work that supports programs, people, and priorities across the institution and does not need to be tied to a formal University of Calgary or CSM role or committee. For example, work that supports the university's mission through external roles—such as supporting trainees in an Alberta Health leadership role—would be included here. Relevant external contributions are also valued when they align with the university's teaching, research, and service missions and contribute to its broader impact.

You may also select one of the two remaining activity areas below.

☒ **B.2.1 Internal to the University of Calgary** *Required

☒ **B.2.2 Health System Service**

☒ **B.2.3 Community, Civic, and Societal Engagement**

* **B.2.1 Internal to the University of Calgary**

When the Administrative/Service Pillar of Academic Activity is selected as a primary pillar, the **B.2.1 Internal to the University of Calgary** activity area is required.

If you select Administrative/Service as one of your pillars of academic activity (either as primary or secondary), activity area B.2.1 will then be selected for you automatically to fill in here, since it is required as part of this pillar.

* **B.2.2 Health System Service**

These questions will appear based on the areas of activity you have selected above for this pillar.

* **B.2.3 Community, Civic, and Societal Engagement**

These questions will appear based on the areas of activity you have selected above for this pillar.

*SECONDARY PILLAR OF ACADEMIC ACTIVITY SELECTION

Use this section to outline your **Education/Teaching Activities**.

- Focus on high-impact, meaningful contributions rather than listing every activity.
- Describe the *type, scope, and impact* of your educational contributions, including details such as approximate hours taught, type of instruction, and the number and format of learners engaged (e.g., class size, small group sessions, individual mentorship).

For a detailed list of potential activities that you can include, please see the [Criteria for Appointment and Promotion of Clinical, Adjunct and Research Faculty document](#).

** Please include activities only once in the most appropriate section.*

** The text box which will appear for each area of activity you select below may be resized by clicking and dragging the bottom-right corner of the box.*

☐ B.4.1 Scholarship in Education

☒ B.4.2 Quantity and Quality of Teaching Contributions

☒ B.4.3 Education Leadership Roles

☐ B.4.4 Program/Curriculum Development

☒ B.4.5 Mentorship/Coaching/Supervision

☐ B.4.6 Assessment Participation

*B.4.2 Quantity and Quality of Teaching Contributions

These questions will appear based on the areas of activity you have selected above for this pillar.

*B.4.3 Education Leadership Roles

These questions will appear based on the areas of activity you have selected above for this pillar.

*B.4.5 Mentorship/Coaching/Supervision

These questions will appear based on the areas of activity you have selected above for this pillar.

You have reached the end of the application form, but your application has NOT yet been submitted.

If you would like to review or change any of your responses, please use the PREVIOUS buttons to move back through the form and the NEXT buttons to return here. *Be sure to use the PREVIOUS and NEXT buttons at the bottom of the page to navigate through your form, and NOT your browser's forward and back buttons.*

Selecting SUBMIT APPLICATION (below) is final. Once submitted, you will not be able to return to or edit the form.

Immediately after submission, you will have the option to download a PDF copy from the confirmation screen. A copy of your application will also be sent to the email address you provided earlier, and your application will be forwarded to your department head or their delegate for review.