

Dear Members of the Promotions Committee,

I am currently appointed as a **CAR Assistant Professor**, having last been promoted to this rank in **2012**. In accordance with the CAR criteria, I identify **Administrative/Service** as my **primary pillar of academic activity** and **Education/Teaching** as my **secondary pillar**.

Since my last promotion, my work has focused on leadership in postgraduate medical education, distributed training environments, and community-based clinical systems, complemented by longitudinal teaching and mentorship.

Summary of Significant and Impactful Contributions

Administrative / Service (Primary Pillar)

- I have provided long-standing educational leadership within a Family Medicine Residency Program, including serving as a Domain Lead responsible for curriculum oversight, assessment processes, program evaluation, and alignment with national training standards, supporting approximately 24 residents annually across distributed sites.
- I have held residency site lead and co-lead roles in community settings, with responsibility for learner performance oversight, remediation, scheduling, and preceptor coordination, contributing to consistent educational quality and effective program governance.
- I have contributed to institutional and community governance through leadership roles on boards and operational committees, influencing quality improvement, policy development, workforce planning, and team-based clinical practice.
- Through sustained service, I have strengthened distributed education infrastructure, faculty engagement, and learner support systems, with impact extending beyond a single site.

Education / Teaching (Secondary Pillar)

- I have delivered longitudinal clinical teaching and supervision for medical students and residents in community and acute care settings, emphasizing competency-based assessment, feedback, and professional development.
- I have led and contributed to program and curriculum development, including the creation and implementation of enhanced skills training pathways addressing acute care and workforce needs.
- I have supported faculty development and peer support initiatives, building teaching capacity, promoting learner and faculty wellbeing, and fostering psychologically safe learning environments.

Advancing the University of Calgary

My work advances the University of Calgary's missions of **teaching and service** by strengthening residency education, supporting high-quality training in distributed and community settings, and contributing to governance structures that enhance program sustainability and educational equity. Through leadership roles within and beyond the university, I support the institution's reputation for socially accountable medical education and community-engaged clinical training at local and regional levels.

Thank you for your consideration.

Sincerely,
[Your Name]