Template

Letter Requesting Junior Promotion, Faculty of Medicine Appointment in DoM

Date:

Dr. Gillian Hawker  
Chair, Department of Medicine  
University of Toronto  
C. David Naylor Building,

6 Queen’s Park Crescent West, 3rd Floor,

Toronto, ON M5S 3H2

**Re: Candidate’s Name**

Dear Dr. Hawker,

I am writing to recommend Dr. \_\_\_\_\_\_\_\_\_\_\_ for promotion to the level of Assistant Professor. Dr. \_\_\_\_\_\_\_\_\_ is appointed in the Division of \_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department of Medicine with an academic position description of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[clinician teacher / clinician in quality & innovation / clinician educator / clinician investigator / clinician scientist / clinician administrator]*. His/Her time distribution for this position is: \_\_\_% clinical, \_\_\_% teaching, \_\_\_% research, \_\_\_% administration.

Dr \_\_\_\_\_\_\_ is appointed as \_\_\_\_\_\_\_\_\_\_ *(insert active staff, courtesy staff etc.)* in the Division of \_\_\_\_\_\_\_\_\_\_\_, in the Department of Medicine at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(institutions)* and is a member of the \_\_\_\_\_\_\_\_\_\_\_\_ *(insert name)* practice plan **(when applicable)**. This appointment meets the criteria for \_\_\_\_\_\_\_\_\_ a clinical *[full time/part time/adjunct]* faculty appointment in compliance with the clinical faculty appointment policy. I would ask this appointment be effective \_\_\_\_\_\_\_\_\_\_\_ *(insert date)*.

**Qualifications**

Dr. \_\_\_\_\_\_\_\_\_\_ completed a \_\_\_\_\_\_\_\_\_\_\_ *(insert graduate degree)*, and MD at \_\_\_\_\_\_\_\_\_\_\_. S/he is certified by the Royal College of Physician and Surgeons in \_\_\_\_\_\_\_\_\_\_\_ (or other equivalent Governing body). S/he completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert post doc, subspecialty training, fellowship)* at \_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(area of study)* under the supervision of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Insert brief paragraph regarding recent employment history*

**Justification of rank request**

1. Indicate advanced training received (using criteria of FoM)
   1. Degree received
   2. Advanced fellowship training – specify why unique
   3. Certificates, other non-degree programs
2. Demonstrated scholarly output – related to degree

**OR**

1. Sustained commitment to the academic mission: demonstrated teaching effectiveness (evaluations, teaching awards)

Yours Sincerely,