

# Promotions Process

## April Identification Phase

Potential candidates should identify themselves to both their PIC and DDD.



## June - July Workshops & Overview Phase

During this time, DoM will host an "Are You Ready For Promotion?" workshop with the Chair. This is aimed to help candidates decide if they are ready for promotion and provide an overview of the promotions process before candidates consult with their PIC, DDD or promotion mentor

## September Submission Phase

Candidates submit updated CV and draft Candidate Statement to PIC and DDD.  
All candidates should be using *Elements*, as of 2025



## October - November

Hospital Pre-review with DDD input

## November - December DoM Senior Promotions 101 (2025 - 2026) Workshop

PIC offices submit confirmed candidate lists to DoM and divisional candidate lists are distributed to DDDs.  
DoM hosts mandatory workshops for promotions candidates, administrators and mentors.



## January Teaching Effectiveness Committee (TEC) Workshops for candidates in 2025 - 2026 cycle

Candidates must pull their own teaching evaluation scores from MedSIS (undergraduate) and POWER (postgraduate), which should be reviewed carefully.

How to Document Sustained Excellence in Teaching

How to Document Your Teaching Effectiveness (Research or CPA)



## February References Phase

Candidates submit their referee lists.



## March - April Documents Submission Phase

Candidates submit all promotion documents



## April - May Student Letters

Student Letters solicited by DoM



Year 2

**May - June**  
TEC Phase

DoM Teaching Effectiveness Committee (TEC) meets to review all candidates for Competence or Excellence in Teaching. Candidates may receive feedback and be asked to submit updates to their promotion documents.

**May - August**  
References Phase

Internal and external referee letters are solicited by DoM.

Year 2

**September - November**  
DPC Phase

U of T DoM Promotion Committee (DPC) meets to review candidate documents. Candidates may be asked to submit additional materials. The DPC makes a final recommendation regarding each candidate to the DoM Chair.

Year 2

**December**  
Final Recommendations Phase

DoM Chair advises the candidate, PIC and DDD of DPC final recommendations. Those recommended for promotion are sent for review by the Temerty Faculty of Medicine (TFoM) Decanal Promotions Committee (DecPC).

Year 2

Year 3

**January - March**  
DecPC Recommendations Phase

DecPC deliberates recommendations and advises the Dean and Provost.

**May - June**  
Confirmations Phase

DoM Chair notifies candidate, PIC and DDD of outcome. Provostial confirmation of promotion confirmed in writing to candidate.

Year 3

Year 3

**July 1**  
Completion Phase

Promotion takes effect.