



CLINICAL FACULTY PROMOTION REQUIRED DOCUMENTS

The Committee requires information from you as the candidate. Please refer to this list below, and work with your Site Administrator to provide the required documents for the rank you are pursuing. Application forms and templates are available in our [website](#).

1. **Completed Promotion Application Form**
2. **Dated and initialed FoM Abbreviated UBC CV** - the Committee and Faculty Affairs require that your CV be in the UBC format for the promotion review. Please complete the CV in its entirety. An incomplete CV will result in delays in reviewing your promotion application. As a Teaching Dossier is no longer required for clinical faculty promotion applications, please ensure all your teaching and scholarly activities since your last promotion/appointment have been included in the respective subsections: **7a-f) Teaching, 8a-e) Scholarly and Professional Activities, 9.1) Service to the University, 9.2) Service to the Hospital, 10a-b) Service to the Community**

8d) Faculty Development – participation in faculty development is an important consideration in the promotion process. You can list your participation of Faculty Development and/or your objectives in terms of development as a teacher under Section 8(d) in your UBC CV. Faculty Development is defined as improvements to become a better teacher and a leader, separate from CME activities. Here are some helpful links where you can participate in Faculty development:
<https://facdev.med.ubc.ca/home-page/resources> and
<https://postgrad.familymed.ubc.ca/faculty-preceptor-resources/faculty-development/>

3. **Copies of all student evaluations from past and current teaching years** - you must provide copies of student teaching evaluations in order to formally assess your capability as a teacher. A report of your formal teaching evaluations can be generated by your Site Administrator from One45. Please work with your Site Administrator to obtain teaching evaluations and have them sent to clin-fac@familymed.ubc.ca. If you are teaching in the Undergrad Program, contact the Teacher Assessment Support Analyst at ta.support@ubc.ca.
4. **Peer assessment of clinical excellence evaluation forms** - You should send the attached peer assessment form to 1 or 2 peers both inside and outside of your division who have worked with you clinically and are able to evaluate your clinical competence. Your peers do not need to be arm's length. Non-physician colleagues can be included but should not be the only source of these evaluations. Completed forms should be sent to clin-fac@familymed.ubc.ca.
5. **Letter of Recommendation from:**
 - a. **Your Site Director** (For those teaching for the Postgrad Residency Program) and/or
 - b. **Regional Associate Dean** (For those teaching for IMP, SMP, or NMP) and/or
 - c. **A fellow clinical faculty** who is familiar with your clinical and teaching works

***For the rank of Clinical Associate Professor and Clinical Professor, you must provide a minimum of two (2) letters of recommendation.**



6. **Promotion Criteria/Checklist signed off by the recommender** - the Committee stringently applies the criteria so, in order to successfully promote you, it is important to demonstrate exactly how you meet each criteria point in your FoM Abbreviated CV and letter of intent. Please have the recommender sign the form.
7. **A letter expressing your interest in a higher rank and outlining how you meet each criterion at the new rank**

Please note: the Faculty of Medicine does not allow skipping ranks – you must move up one rank at a time.