



Clinical Faculty Appointments and Junior Promotions

FACULTY MANUAL

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Welcome

It is a pleasure to greet you as new and early career faculty members—whether you are just beginning your academic journey or continuing to build on your early career achievements, we are thrilled to have you join our vibrant and diverse community.

First, I want to acknowledge the many individuals who help shape the culture of excellence here at Temerty Faculty of Medicine. Our faculty, staff, and leadership—including those who serve on committees like the Faculty Appointment Advisory Committee and Department Appointments Committees—play a vital role in fostering an environment where academic rigor, fairness, and innovation thrive.

I encourage you to see this community as a place where your contributions—whether in research, education, clinical care, innovation or leadership—are valued and recognized. We are committed to ensuring that our appointment and promotion processes reflect the full breadth of faculty excellence, and that they evolve to better support the diverse paths our faculty take. Whether you are teaching the next generation of learners, advancing knowledge through research, or improving patient care, your efforts matter deeply.

I also want to emphasize that your well-being and professional development are priorities for us. We are here to support you—not only in your academic pursuits but also in building a fulfilling and sustainable career.

As you settle in, I hope you will take time to connect with colleagues, seek mentorship, and explore the many opportunities available to you. Your journey here is just beginning, and we are excited to see all that you will accomplish.

On behalf of the Temerty Faculty of Medicine and the University of Toronto, welcome. We are so glad you're here.

Lisa A. Robinson, MD, FRCPC, FASN, FCAHS
Dean, Temerty Faculty of Medicine
Vice Provost, Relations with Health Care Institutions
University of Toronto

Introduction

This manual is intended to serve as a practical guide for physicians who are eligible to pursue a clinical faculty appointment at the Temerty Faculty of Medicine (TFOM), University of Toronto, as well as for current clinical faculty members seeking junior promotion from Lecturer to Assistant Professor.

For physicians considering an academic role, this manual outlines the expectations, requirements, and processes associated with becoming a member of the clinical faculty. It is designed to support applicants in understanding eligibility criteria, selecting an appropriate appointment category and rank, preparing a complete and compelling application dossier, and navigating the review and approval process.

For existing clinical faculty members holding the rank of Lecturer, this manual also provides guidance on achieving junior promotion to Assistant Professor. It describes the criteria for promotion, required documentation, timelines, and review processes, with an emphasis on demonstrating sustained contributions to the academic mission through teaching, creative professional activity, research, and scholarly engagement.

The manual is organized into two main sections:

- **Section A** focuses on how to be successful in obtaining a clinical faculty appointment, including eligibility, appointment categories and ranks, application requirements, and approval pathways.
- **Section B** focuses on how to be successful in achieving junior promotion from Lecturer to Assistant Professor, outlining promotion criteria, documentation expectations, and the review process.

Throughout, this manual is intended to be used alongside departmental guidance, mentorship, and the governing University of Toronto policies and procedures. Applicants and faculty members are strongly encouraged to engage early with their Department Chair, Division Head, Site Head, and administrative leads to ensure readiness, alignment, and successful progression at each stage of their academic career.

Section A: Clinical Faculty Academic Appointments

1.0 PREAMBLE

A clinical faculty appointment at the Temerty Faculty of Medicine (TFOM), University of Toronto signifies an official role within the institution, recognizing an individual's expertise and commitment to academic excellence. Clinical faculty members have specific responsibilities related to clinical care, teaching, research or other academic endeavors, and University service.

Clinical faculty appointments and related academic activities are governed by the [Policy for Clinical Faculty](#) and the [Procedures Manual for the Policy for Clinical Faculty](#).

Benefits of attaining a Clinical Faculty Appointment¹

1. **Professional recognition:** Enhances your professional opportunities and career advancement through an affiliation with one of the world's top academic institutions. Your appointment also elevates the academic profile of your hospital or clinical setting.
2. **Access to cutting-edge resources:** Gain access to U of T's extensive resources, including the comprehensive University of Toronto Libraries collection, renowned Faculty Development programs, cutting-edge research infrastructure and support, and vast opportunities to work with leading experts.
3. **Enhanced collaborative opportunities:** Join a vibrant academic network that promotes interdisciplinary collaboration and partnership, fostering innovative approaches to patient care and research.

2.0 ELIGIBILITY FOR A CLINICAL FACULTY APPOINTMENT

Candidates for a clinical faculty appointment at TFOM must meet all the following criteria:

1. Be a licensed physician in good standing with the College of Physicians and Surgeons of Ontario.
2. Hold an appointment at a clinical entity (fully affiliated hospital, or associate/community affiliated hospital, or an affiliated community practice or other entity with a relationship to the University of Toronto). In some cases, faculty may work in a community hospital, clinic, industry, or private practice setting without such an affiliation.
3. Engage in academic work as defined below.

It is expected that candidates for faculty appointments at TFOM will be able to identify one or more areas of focus from the following academic categories:

1. Teaching and Education

- Demonstrated interest in teaching, potentially shown through teaching activity, creative educational leadership, and/or innovative teaching initiatives.
 - Some individuals will already have acquired teaching skills from past experience, but TFOM also welcomes new teachers
- Evidence of ongoing professional development related to teaching.

¹ Under accreditation requirements, faculty appointments are necessary to evaluate medical learners. Clinical faculty have access to numerous teaching opportunities in both undergraduate and postgraduate medical education.

2. Research

- Evidence of advancement of knowledge through contributions of an original nature resulting in, but not limited to, peer-reviewed publications, grant funding, and successful research supervision of trainees.

3. Creative Professional Activity (CPA)

- CPA encompasses activities that demonstrate professional innovation and creative excellence, contributions to the development of professional practice, or evidence of exemplary professional practice with impact at the local or regional level.
- CPA also includes innovation and entrepreneurial activities, as evidenced by new products or new ventures launched or assisted, licensed patents.

Candidates are encouraged to consult with academic leaders and/or mentors to help identify and refine the area of focus that best aligns with their scholarly contributions.

We understand that academic activities evolve over time, and TFOM is committed to collaborating with clinical faculty throughout their academic careers, regardless of their current focus.

For more details on CPA activity please see section 3.2 of the the TFOM [Academic Promotions Manual](#).

Appointment Categories, Ranks, and Academic Position Descriptions

Clinical faculty members are appointed to any of the following twelve clinical departments based on their primary specialty.

- [Anaesthesiology & Pain Medicine](#)
- [Family and Community Medicine](#)
- [Lab Medicine & Pathobiology](#)
- [Medical Imaging](#)
- [Medicine](#)
- [Obstetrics & Gynaecology](#)
- [Ophthalmology & Vision Sciences](#)
- [Otolaryngology Head & Neck Surgery](#)
- [Paediatrics](#)
- [Psychiatry](#)
- [Radiation Oncology](#)
- [Surgery](#)

At times, the clinical activity of a candidate might fall into a different department than their primary specialty, defined by their certification through the Royal College or the College of Family Physicians of Canada. The clinical department to which the faculty member is appointed should be aligned with their certification. If necessary, a clinical cross appointment to the other department might be considered.

It is recommended that the respective chairs review the appointment at the time of initial application so that a cross appointment might be processed concurrently with the initial appointment.

There are several different appointment categories that reflect the proportion of a faculty member's professional time that is dedicated to academic endeavours, which might include teaching, research, creative professional activity, and/or university service.

The categories and their definitions are outlined in the table below.

| Appointment Categories* | |
|-------------------------|---|
| Clinical Adjunct | Less than 20% of your professional working time is dedicated to academic activities. |
| Clinical Part Time | 20-79% of your professional working time is dedicated to academic activities |
| Clinical Full Time | 80% or more of your professional working time is dedicated to academic activities with participation in a conforming academic practice plan*. |

**Note that while there might be candidates for a faculty appointment with more than 80% of their time dedicated to academic activities, a Clinical Full Time appointment requires practice plan participation. Please reach out to your Chair to discuss options if you feel you meet the criteria for a Full Time appointment and want to explore opportunities for participation in a conforming practice plan.*

The academic accomplishments of a faculty member are recognized through their academic rank, with the order below representing increasing academic distinction. There is no link between appointment category and rank eligibility.

| Academic Ranks | |
|---------------------|---|
| Lecturer | Typically held by individuals who have not completed an advanced degree or highly specialized clinical training and/or have had at the time of application, limited involvement in scholarly activities, including teaching. |
| Assistant Professor | <p>There are circumstances where a new clinical appointee is eligible for the rank of Assistant Professor. To be eligible, the following must be demonstrated:</p> <ol style="list-style-type: none"> Evidence of educational and/or creative professional accomplishments in one of the following areas: (1) Sustained teaching excellence, (2) Design and development of curricula, educational offerings and/or educational materials, (3) Creative Professional Activity (CPA) with impact at local or regional levels. <p style="text-align: center;">OR</p> <p>Both of</p> <ol style="list-style-type: none"> Completion of a recognized graduate program (e.g. Master’s level) or equivalent advanced training <ul style="list-style-type: none"> A secondary residency or fellowship training may be considered as an equivalent; AND At least one first-authored scholarly publication in a high-quality peer-reviewed journal. <ul style="list-style-type: none"> TFOM will also consider at least two middle authorship peer-reviewed publications where the candidate demonstrates evidence that they have carried out an important element of experimental design, research, data analysis, and manuscript preparation. As a test for important contributions to the work, it should be evident that the work would have been compromised without the candidate’s efforts. |
| Associate Professor | Initial appointments at this rank requires academic productivity and recognition at the national level for academic distinction. For existing clinical faculty, eligibility for promotion typically occurs after a minimum of 5-7 years as an Assistant Professor. For further information regarding criteria please consult the TFOM Academic Promotions Manual . |
| Professor | Requires sustained academic productivity and recognition at the international level for academic distinction. Eligibility for promotion typically occurs after a minimum of 5-7 years as an Associate Professor. For further information regarding criteria please consult the TFOM Academic Promotions Manual . |

3.0 APPOINTMENT APPLICATION DOSSIER

The documents required for an application are listed below. It is important to be aware that applications **cannot** be processed with missing or incomplete documentation.

Submit application via: <https://aca.med.utoronto.ca/links-templates>²

| Required Documents for Initial Appointment | Prepared By |
|--|--|
| Clinical academic appointment form | Candidate or Hospital/Site Administrator <i>(please reach out to your site administrator to determine who is responsible at your site/Department)</i> |
| Letter of Support from the University Department Chair | University Department Administrator |
| Updated curriculum vitae | Candidate |
| Teaching dossier (for Clinician Teachers applying for the rank of Assistant Professor, Associate Professor or Professor) | Candidate |
| Academic position description, signed by the candidate, Hospital Chief and University Department Chair (or designate) | University Department Administrator |
| Certificate of Professional Conduct from the College of Physician and Surgeons of Ontario, dated no earlier than 1 year prior to faculty application for appointment | Candidate |
| Draft letter of offer | University Department Administrator |
| Letters of Support: <ul style="list-style-type: none"> Hospital-based physicians: Hospital/Site Chief letter of support All other physicians: University Division Head (or equivalent) | Hospital/Site Administrator University Department Administrator |
| Two letters of reference from internal or external referees | Candidate |
| Details of the hospital search/recruitment process if one was conducted (for new faculty only) | Hospital/Site Administrator |

* To request a CPSO Certification of Professional Conduct, please login to your CPSO Portal: <https://www.cpso.on.ca/Physicians/Your-Practice/Membership-Services/Certificate-of-Professional-Conduct>

4.0 APPOINTMENT PROCESS

Prior to an application

- Where possible, applicants should contact their relevant Site Head, Program Director or Division Head and determine the correct appointment type and appropriate Academic Position Description.
- Where possible, applicants should work with their site/program administrator to gather the relevant application materials (review the department's website or <https://aca.med.utoronto.ca/links-templates> for required documents and templates)

² Please note, application dossiers cannot exceed 50 pages for candidates with less than 10 years and cannot exceed 75 pages for candidates with longer than 10 years of appointment.

Application process

1. Applicants prepare the application with their hospital/site administrator (where possible).
2. The application form is submitted through the online webform: <https://aca.med.utoronto.ca/>
3. The UofT Department Appointments Administrator reviews package for completeness and accuracy. They will return incomplete or incorrect submissions.
4. Once the application is deemed complete, it is brought to the Department Appointments Committee (DAC) for review. The DAC provides a recommendation to the Department Chair regarding the candidate's eligibility for appointment, appointment category, rank, and Academic Position Description.
5. If the DAC deems the applicant eligible for a faculty appointment, the application is submitted by the UofT Department Appointments Administrator to the Academic HR Office for review.
6. **For a Clinical Full Time appointment where no formal hospital recruitment process (e.g., an advertised search or search committee) was conducted**, the application must be submitted to the Faculty Appointments Advisory Committee (FAAC) for review. If this is necessary, Department Appointments Coordinator will forward the application for further review.
For all other clinical appointment types, Academic HR reviews the appointment.
7. Recommended appointment applications are forwarded to the Dean's Office for final approval.

Following Approval Review and Approval Process

1. The Department Appointments Administrator emails the Letter of Offer to the appointee, and a copy is sent to the Site Head/Program Director/Division Head as well as the site or program administrator.
2. Appointee signs the Letter of Offer and uploads it to the link provided or departmental email as noted in the instructions.
3. The Department Appointments Administrator emails a letter with information on how to gain access to the University of Toronto systems (e.g., library card and to create a utoronto email address).

Section B: Clinical Faculty Junior Promotions

1.0 PREAMBLE

The criteria for promotion from Lecturer to Assistant Professor (i.e., junior promotion) may be met in one of two ways:

- i) Clinical faculty members who hold an appointment as Lecturer may be considered for promotion when they meet the requirements for an initial appointment at the rank of Assistant Professor

OR

- ii) On the basis of sustained contribution to the academic mission, for which the applicant should demonstrate contributions and scholarship for **at least three years**.

2.0 ELIGIBILITY FOR JUNIOR PROMOTION

A faculty member is eligible for junior promotion if they:

1. Hold a current clinical faculty appointment in TFOM; and

Either

2. Demonstrate evidence of educational and/or creative professional accomplishments in one of the following areas, demonstrated by a relevant dossier³:
 - i. Sustained commitment to the academic mission through teaching,
 - ii. Design and development of curricula, educational offerings and/or educational materials,
 - iii. Creative Professional Activity (CPA) with demonstrated impact of scholarship at local or regional levels.

OR

Meet both of the following criteria:

2. Demonstrate completion of a recognized graduate program or equivalent advanced training (master's level)*. A secondary residency or fellowship training may be considered as equivalent.

AND

3. Have published at least one first-authored scholarly publication in a high-quality peer-reviewed journal*.
 - TFOM will also consider at least two middle authorship peer-reviewed publications where the candidate demonstrates evidence that they have carried out an important element of experimental design, research, data analysis, and manuscript preparation. As a test for important contributions to the work, it should be evident that the work would have been compromised without the candidate's efforts.

* Generally, advanced training and publications should be sufficiently recent and related to current academic work, to show some continuity of academic accomplishment to the present. Other evidence of academic achievements, such as research funding, contributions to academic literature (e.g., case reports, editorials, letters to editor, book reviews), academic positions, patents and invited lectures may be considered as consistent with the candidate's academic position description.

³ Please note, application dossiers cannot exceed 50 pages for candidates with less than 10 years and cannot exceed 75 pages for candidates with longer than 10 years of appointment.

3.0 JUNIOR PROMOTION DOCUMENTATION

The documents required for a junior promotion from Lecturer to Assistant Professor are listed below. It is important to be aware that applications **cannot** be processed with missing or incomplete documentation.

Clinical Full-Time faculty holding the rank of Lecturer may pursue promotion to Assistant Professor during their Continuing Appointment Review (CAR). Faculty members seeking guidance on this process are encouraged to consult their University Department Administrator for additional information and support.

4.0 JUNIOR PROMOTION PROCESS

All requests for Junior Promotion are reviewed by the Department Appointments Committee which makes a recommendation to the Department Chair. If supportive, the Chair submits a request for promotion to the Faculty Appointments Advisory Committee (for Clinical Full Time faculty) or Clinical and Faculty Affairs (for all other applications) for review.

Please consult your Department Chair or University Department Administrator regarding departmental deadlines.

Submit application via: <https://aca.med.utoronto.ca/links-templates>⁴

| Required Documents for Junior Promotion | Prepared By |
|--|--|
| Lecturer to Assistant Professor promotion application form | Candidate |
| Updated curriculum vitae ⁵ | Candidate |
| Letter of support from the Department Chair (and cross appointment Chair if applicable) | University Department Administrator |
| Statement of Academic Activities since appointment, inclusive of any relevant scholarly accomplishments in research, CPA, Education and/or Inclusive Initiatives of Excellence (IIE). | Candidate |
| For Clinician Teachers: <ul style="list-style-type: none"> Documents demonstrating teaching effectiveness (such as a Teaching Dossier and Summary Table of Teaching Scores)⁶ | Candidate |
| Current academic position description) | Candidate, Department Administrator |
| Initial letter of offer of the Clinical Academic Appointment | University Department Administrator |
| Letters of Support: <ul style="list-style-type: none"> Hospital-based physicians: Hospital/Site Chief letter of support All other physicians: University Division Head (or equivalent) | Hospital/Site Administrator University Department Administrator |
| Two letters of reference from either internal or external referees | Candidate |

Prior to an application

⁴ Please note, application dossiers cannot exceed 50 pages for candidates with less than 10 years and cannot exceed 75 pages for candidates with longer than 10 years of appointment.

⁵ Ideally in the UofT format, available here: <https://temertymedicine.utoronto.ca/media/8551/download?attachment/download>

⁶ A teaching dossier is only required if the primary reason for promotion is based on teaching

1. Where possible, the candidate should contact their relevant Site Head, Program Director or Division Head and Clinical Department Chair to determine readiness for junior promotion.
2. The candidate gathers the relevant application materials.

Application process

1. The candidate prepares the junior promotion dossier.
2. The completed dossier is submitted through the online webform (<https://aca.med.utoronto.ca/>).
3. The TFOM Department Appointments Administrator reviews the package for completeness and accuracy. They will return incomplete or incorrect submissions.
4. Once the dossier is deemed complete, it is reviewed by the Department Appointments Committee (DAC) for review.
5. If the DAC deems the dossier eligible for a junior promotion, the dossier is submitted by the UofT Department Appointments Administrator to the Academic HR Office for review.
6. a) **For a Clinical Full Time appointment**, the dossier is submitted to the Faculty Appointments Advisory Committee (FAAC) for review.
b) **For all other clinical appointment types**, Academic HR reviews the dossier.
7. Recommended junior promotion dossiers are forwarded to the Dean's Office for final approval.

Following Approval

Notice of promotion is emailed to the appointee by the University Department. The appointee can also designate a delegate who will receive communications and submit documentation on their behalf.

Appeal Process of Unsuccessful Junior Promotion Applications

Section 5.0 of the [Temerty Faculty of Medicine Procedures Manual for the Policy for Clinical Faculty](#) outlines the processes for Dealing with Academic Disputes.

Section C: Reference links

- [Policy for Clinical Faculty](#)
- [Procedures Manual for the Policy for Clinical Faculty](#)
- [Faculty Appointments Advisory Committee \(FAAC\) Guidelines](#)
- [Guide to Part-Time and Adjunct Clinical Academic Appointments](#)
- [Step-by-Step Guide to Applying for an Academic Appointment](#)

Appendix A: Viewing TES/LACT reports in MedSIS

These instructions guide clinical faculty on accessing their TES/LACT teaching evaluation scores. These resources are provided to support faculty in maintaining accurate and complete dossiers for future promotion considerations based on teaching and educational contributions.



Viewing TES/LACT reports in MedSIS

To see if you have any available TES/LACT reports, login to MedSIS (medsis.utoronto.ca), then:

- 1) Go to TES Score on the left hand menu

- 2) Select Session, Course and Form from the drop-down lists

- 3) If there is a published TES/LACT report available for the selected criteria, the report will appear. Reports are only published if you have 3 or more completed evaluations. This is to protect student confidentiality.

Forgotten login details or never logged on to MedSIS before? Go to medsis.utoronto.ca. To receive your PIN, click on the link "Forgot your PIN?" link. To create or reset a password, click on the "Forgot your password?" link. Your UTORid can also be set up to be your login. Contact medsis.ume@utoronto.ca with your UTORid to enable. Questions? Contact medsis.ume@utoronto.ca

Appendix B: Viewing POWER reports

These instructions guide clinical faculty on accessing their Power teaching evaluation scores. These resources are provided to support faculty in maintaining accurate and complete dossiers for future promotion considerations based on teaching and educational contributions.

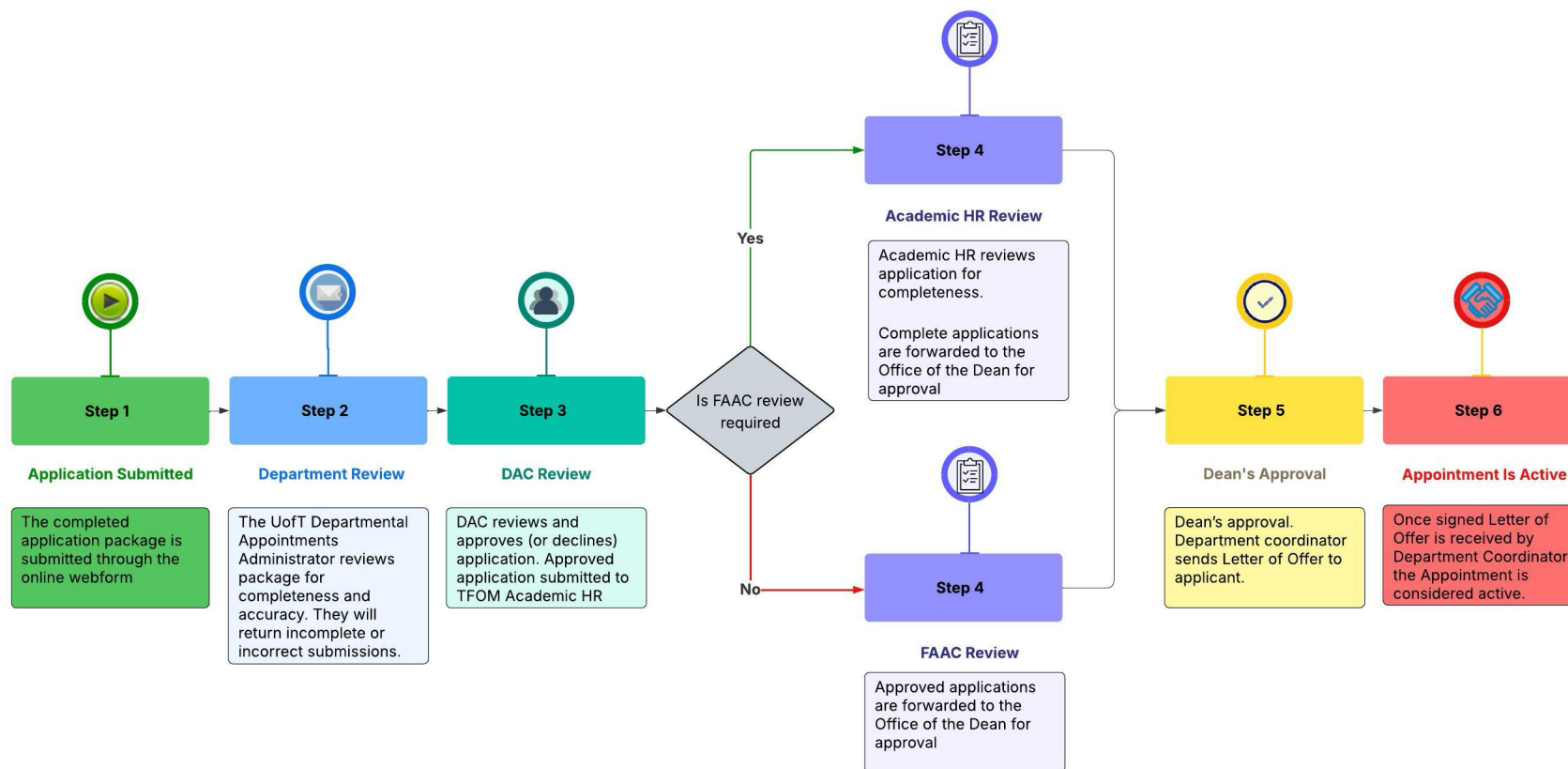
Login to POWER at URL: <https://power.utoronto.ca/power/index.cfm>

To access your POWER system PIN and password, please follow the steps below:

- Click the “Forgot your pin and/or password?” link shown in the screen shot below.
- Enter your email address that is registered in POWER, then click Send. Your PIN and password will be sent immediately to your e-mail address.
 - **Note:** make sure no spaces are entered before and/or after your e-mail address.
- If you receive an error that your email is not found or not recognized, then you may be using a different email from the one POWER has on record.
 - If you do not know the email registered in the system, then please contact the POWER Helpdesk at power.utoronto.ca to get the appropriate email address.
 - If you need to change the email you can request it via the helpdesk or once you login to POWER, you can update your email via the Change Email menu option.
- For assistance with logging in to POWER, please do not hesitate to contact the [help desk](#).

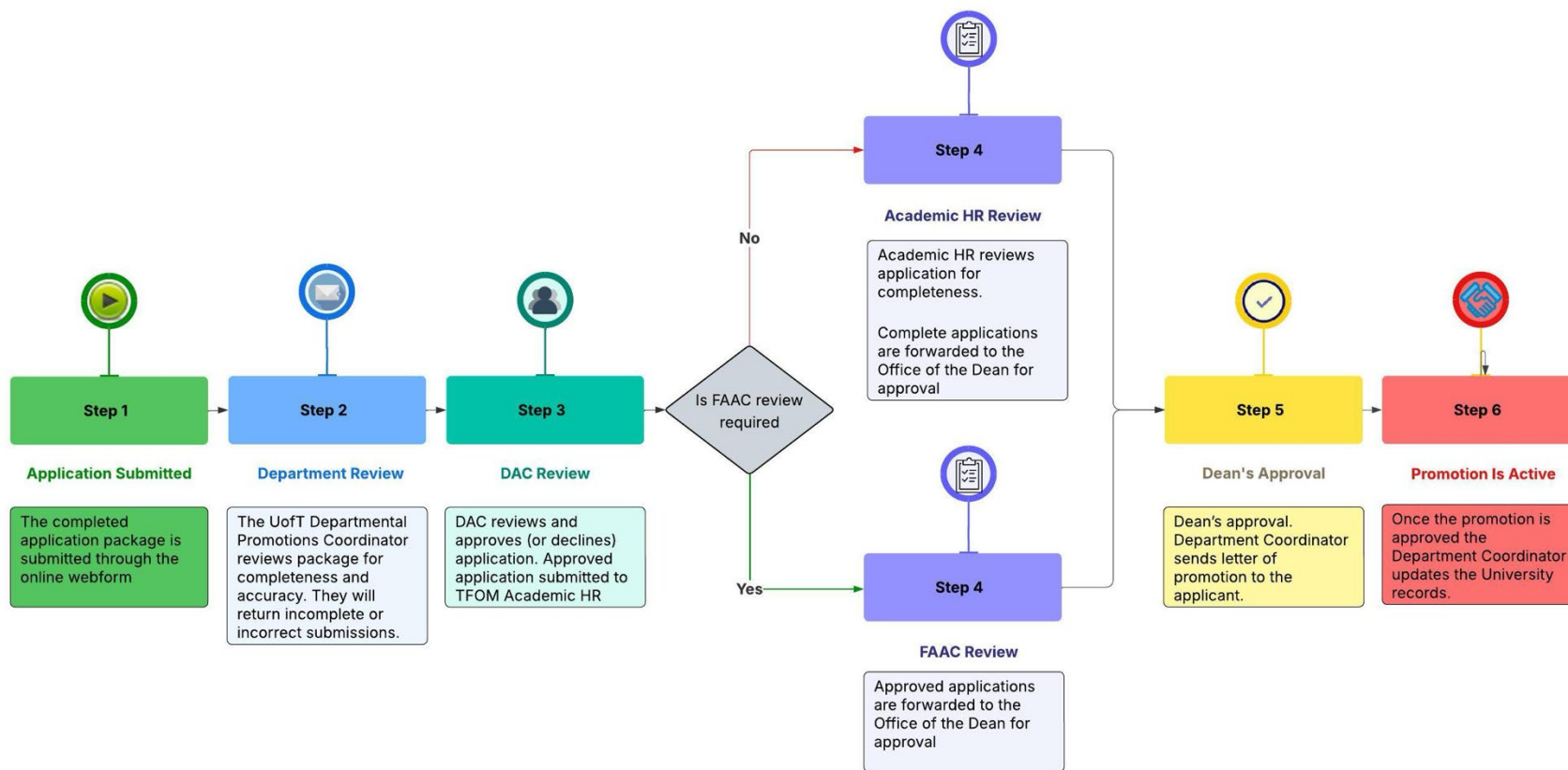
Appendix C: Guidelines for Academic Appointment Application Review and Approval

Steps for application review and approval are outlined below. Temerty Faculty of Medicine strives to process complete applications within 90 days of submission.



Appendix D: Guidelines for Junior Promotion Review and Approval

Steps for application review and approval are outlined below. Temerty Faculty of Medicine strives to process complete applications within 90 days of submission



Appendix E: Tips on building your Portfolio






As you begin your career at TFOM, we encourage you to start building an e-portfolio to track your scholarly activities and achievements. An e-portfolio is a powerful tool to help connect your goals to your accomplishments, showcase the impact of your work in research, teaching, and clinical care, and reflect on your progress and facilitate career planning.


Having a well-organized e-portfolio makes promotion preparation smoother and ensures your contributions are fully recognized. It also provides a clear narrative of your academic journey—something committees and mentors value highly.

Tips for a successful academic career

- Keep your CV current.
- Engage in faculty development opportunities by attending seminars, workshops, and training offered by the Centre for Faculty Development and your own department.
- Seek mentorship and connect with senior faculty members for guidance to help you stay focused on your goals.
- Develop a strong professional identity by participating actively in your professional associations – being involved can lead to a wide variety of career benefits.

To help you get started, here is a sample e-portfolio:

| | | |
|---|--|--|
|  | 1. CV | <ul style="list-style-type: none"> • create Temerty Faculty of Medicine CV • constantly update CV • make sure all information is included and correct • note trainee awards, publications, etc. |
|  | 2. Most Significant Publications | |
|  | 3. Research | |
|  | 4. Creative Professional Activity | <p>Examples of supporting documentation to collect:</p> <ul style="list-style-type: none"> • communication regarding uptake of your program, request for consultation, etc. • editorials that illustrate impact of publication, review articles referring to work, samples of media reports and news clippings • awards and recognition letters |
|  | 5. Teaching | <p>Examples of documentation to update or collect:</p> <ul style="list-style-type: none"> • keep a teaching record including name of lecture/ course, type, level, number of students, number of contact hours. This should be organized by educational level: <ul style="list-style-type: none"> ○ Undergraduate Arts & Science including summer students and project students ○ Graduate Education |

| | | |
|---|-----------|---|
| | | <ul style="list-style-type: none"> ○ Post-doctoral Fellowship ○ Undergraduate Medicine ○ Postgraduate Medical Education – Residency ○ Postgraduate Medical Education – Clinical Fellowship ○ Continuing Medical Education ○ Observership, etc. <ul style="list-style-type: none"> ● track supervision and mentorship activities ● collect teaching evaluation scores at academic year-end |
|  | 6. | Administrative Service Examples of documentation to update or collect: <ul style="list-style-type: none"> ● leadership appointment letters ● fundraising activities ● relevant documents that demonstrate nature and impact of service achievements |