**CANDIDATE COVER PAGE**

***To be completed by Department or College (in non-Departmentalized Colleges)***

|  |
| --- |
| **CANDIDATE TO BE CONSIDERED FOR: *(i.e. Tenure, Continuing Status Promotion, Renewal of Probationary Period )*** |
|  |

|  |  |
| --- | --- |
| **CANDIDATE INFORMATION** |  |
| **Candidate Name**  ***(surname, first name)*** |  |
| **Department** |  |
| **College** |  |
| **Current Appointment**  ***(i.e. Associate Professor, Librarian etc.)*** |  |
| **Date Appointed to Position** |  |
| **Date of Renewal of Probationary Period**  ***(if applicable)*** |  |
| **Date of Last Promotion**  ***(if applicable)*** |  |
| **Description of Appointment**  ***(i.e. tenure-track, with term, without term, continuing status)*** |  |
| **Time Period Under Review** |  |
| **Any other information relating to the Appointment**  ***(i.e. sabbatical or other leaves, etc. )*** |  |

|  |  |
| --- | --- |
| **APPLICABLE STANDARDS** |  |
| **Indicate which standards were used** | |
| **University Standards for Promotion and Tenure** |  |
| **College Standards for Promotion and Tenure** |  |
| **Department Standards for Promotion and Tenure** |  |

Background pattern

Description automatically generated with low confidence

**OFFER OF EMPLOYMENT**

Position *#*

TO:

The terms of the appointment are as follows:

1. Rank and Status:

Assistant Professor, probationary, in the Department of Biochemistry, Microbiology & Immunology effective May 1, 20X2XX0X.

The appointment being offered is a probationary appointment for an initial period of three years, i.e. until June 30, 2023. Probationary appointments are appointments leading to eventual consideration for tenure in accordance with the provisions of the agreement with the Faculty Association. In your case, renewal of the probationary appointment would be considered during the academic year 2022-2023. In accordance with the provisions of Article 13.3.1.1, renewal shall be for an additional three years but you may elect to be considered for tenure in the fourth, fifth, or sixth year of appointment. You should make yourself familiar with the standards to be met to achieve tenure as approved by the University and by your department and the provisions of the faculty Collective Agreement, namely Articles 13, 14 and 15. **Your performance will be assessed under Category 4, research and scholarly work. Candidates being considered under this category are expected to meet the requirements for research and scholarly work as set out in the Departmental, College, and University standards.** Please be advised that if you are promoted to a higher rank before you achieve tenure, the standards for tenure will be those applicable to your new rank.

1. Salary:

Under the current salary scales for an Assistant Professor, your starting salary for the 201**X**9**X**-20XX2**X**0 academic year is $X1XX0X5XX,XX8X3XX7X per annum, or $X8X,XX8XX1X9XX.X7XX5Xper month. Your Career Development Increase (CDI) count as of May 1, 202X0Xis 3. The maximum CDI count for the rank of Assistant Professor is currently 6. In this regard, you are encouraged to make yourself familiar with the provisions of Articles 18.2.3 and 18.3 of the collective agreement with the Faculty Association. Your salary also includes 1 Special Increase as per Article 18.2.6.8 in the collective agreement with the Faculty Association.

*Offer of Employment – Page 2*

1. Benefits:

**For a summary of benefits for which you are eligible, please visit the University's Wellness website at:** [**careers.usask.ca/benefits.php**](https://careers.usask.ca/benefits.php)**. Representatives from ConnectionPoint will contact you to arrange for benefit documentation.**

You are eligible for an accountable professional expense account as described in Article 22.12 of the Collective Agreement.

You may be interested to note the arrangements to assist faculty members financially in the purchase of a house; these are described in Article 22.8 of the Collective Agreement. For application information regarding the housing assistance program, please visit the University's Careers website at: [**careers.usask.ca/relocating.php**.](https://careers.usask.ca/relocating.php)

**Contact Katharine Fahlman-Smith, Manager, Recruitment and Global Mobility, at 306-966- 6635 or** [**katharine.fahlman-smith@usask.ca**](mailto:katharine.fahlman-smith@usask.ca) **prior to making relocation arrangements.** Your entitlement to moving expenses consists of up to the equivalent of a one-way economy airfare f or you and your immediate family from to Saskatoon; and up to $6,000 for

other expenses listed in Article 22.9 of the Collective Agreement.

You will receive six weeks' vacation per vacation year (July 1 to June 30); pro-rated to five days in the first vacation year. Vacations are to be taken at such time or times as are mutually convenient to you and the college/department, and consistent with our vacation policy, and you are expected to use your vacation on a yearly basis.

1. Duties:

In departmentalized colleges, specific duties of a faculty member are assigned by the head of the department, subject to the approval of the dean. They naturally lie in the areas of expertise of the appointee and hence may change in the course of time, but at least initially, you will be expected to teach classes as assigned; participate in administrative and committee work as required; and pursue research and scholarly activities. It is expected that you will be present at the university during each academic term of your appointment to attend to student and collegial matters.

1. Other Conditions:

This position is in-scope of The University of Saskatchewan Faculty Association, which will be your bargaining unit. The Collective Agreement for the Faculty Association can be viewed at: [**working.usask.ca/agreements/usfa**](https://working.usask.ca/agreements/usfa/usfa-table-of-contents.php)**`**.

*Offer of Employment Page 3*

1. This appointment has been authorized by the Vice-Provost, Faculty Relations.

|  |
| --- |
| July 1, 2021 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |
| Date |
| Vice-Provost, Faculty Relations |

1. Diagram

   Description automatically generatedAcceptance:

This Offer of Employment, read in conjunction with the Collective Agreement between the University and the Faculty Association, is intended to contain all the significant terms and understandings of the position offered.

**Please be advised that this letter (along with the attached letter from the Dean) constitutes the formal offer of employment. Any other assurances or commitments made to you, verbally or otherwise, which are not specifically contained within this letter and its attachment do not form part of the offer of employment, and the University will not be held responsible for those commitments. If any such assurances or commitments have been made to you, please contact me immediately.**

To signify acceptance of the position, please sign one copy of this document and return it to Vice-Provost, Faculty Relations, University of Saskatchewan, Room 218 Peter

MacKinnon Building, 107 Administration Place, Saskatoon, Saskatchewan, S7N 5A2, or email to

[vpfaculty.relations@usask.ca](mailto:vpfaculty.relations@usask.ca) before August 31, 2021.

I accept the position as described above.

|  |  |  |
| --- | --- | --- |
| Date |  | Signature of Candidate |

**Case File for Promotion at the University of Saskatchewan**

3. Candidate Material

**CURRICULUM VITAE** 3

**Self-assessment on progress towards promotion** 25

**CATEGORY 2**: TEACHING ABILITY AND PERFORMANCE 29

1. Statement of candidate’s philosophy of teaching 29
2. Teaching Dossier (put in appendices)
3. Summary statement of candidate’s understanding of student and

peer evaluations 37

1. Statement outlining improvements/enhancements to teaching

performance and actions taken to remedy problems 37

**CATEGORY 3**: KNOWLEDGE OF DISCIPLINE AND FIELD OF

SPECIALIZATION 38

1. Documentation of invited lectures and invited presentations 38
2. Documentation that candidate has served as peer reviewer

of grants and manuscripts 38

1. Other evidence 39

**CATEGORY 4**: RESEARCH AND SCHOLARLY WORK 40

1. Statement on research and scholarly work 40
2. Evidence pertaining to research and scholarly work 44
3. Research Funding 46
4. Information on the candidate’s contribution to joint publications

and research grants 47

**CATEGORY 5**: PRACTICE OF PROFESSIONAL SKILLS

CATEGORY 6: CONTRIBUTIONS TO ADMINISTRATIVE OR EXTENSION RESPONSIBILITIES OF THE DEPARTMENT,

COLLEGE AND UNIVERSITY 48

**CATEGORY 7**: PUBLIC SERVICE AND CONTRIBUTIONS TO

ACADEMIC AND PROFESSIONAL BODIES 49

**APPENDICES** 50

**Appendix I:** Teaching Dossier

**Appendix II:** BJ Manuscript letter of Acceptance

**Appendix III:** Top Viewed Resource (AOCS Online Lipid Review)

**Appendix IV:** Peer Evaluation of Teaching

**Appendix V:** Written Student Evaluations of Teaching

**Appendix VI:** Sample Teaching Handout

**Appendix VII**: PLOS ONE Manuscript review letter **Appendix VIII**: Most Read Article – JLR Review

CURRICULUM VITAE

**NAME**

(Department of , College of Medicine)

1. **PERSONAL**
2. **DEGREES** MD, BSc, MSc, PhD
3. **CREDENTIALS** FRCPC/C, LMCC 1&2
4. **APPOINTMENTS (INCLUDING JOINT) AND PROMOTIONS AT THE U OF S**

Include faculty appt here ie Assistant Professor, CoM, UofS date of appt

1. **MEMBERSHIPS AND AFFILIATIONS**
   1. **Associate Memberships at the U of S** ie if you were a member of CGPS
   2. **Adjunct Appointments at Other Institutions** include SHA appointment here
   3. Affiliations position ie Clinic, Director, Attending staff of XXX
2. **PREVIOUS POSITIONS RELEVANT TO U OF S APPOINTMENTS**
3. **LEAVES** ie parental leave, sabbatical, personal
4. **RECOGNITIONS** awards - include personal and separate section if supervised student who received an award
5. **TEACHING ACTIVITIES** include medical students, resident supervision and teaching here
   1. **Scheduled Instructional Activity**
   2. **Unscheduled Instructional Activity**

tutorials, clinical/bedside teaching supervisor

* 1. **Course and Program Development**
  2. **Teaching Materials**
  3. **Other Teaching-Related Activities**

Academic Half Day teaching

OSCE’s, STACER’s,

Simulation (if it doesn’t have a specific course title)

Clinical/Bedside Teaching - describe

1. **SUPERVISION AND ADVISORY ACTIVITIES** usually refers to supervision of Research projects – could use for supervising medical students or resident projects
   1. **Undergraduate Student Supervision** ie Dean’s Supper Student
   2. **Graduate Student Supervision** MSc or PhD or Resident supervision of projects
   3. **Graduate Theses Supervised**
   4. **Post-Doctoral Supervision**
   5. **Staff Supervision** refers to HQP: technicians, research assistants, etc.
   6. **Other Advisory Activities**  committee participation on Resident Research Projects
2. **BOOKS AND CHAPTERS IN BOOKS**
3. **PAPERS IN REFEREED JOURNALS** **12.1 Accepted:**

Authors. Title. Journal.  Accepted date *Contribution ie % involved in conceptualization of project, review and editing. See attached email for confirmation of acceptance.*

* 1. **Published:**

Authors. Title. Journal. Date.

*Comment:  ie Senior Author % conceptualized, supervised, edited, literature review, edited paper*, impact factor *of journal in the field, description of other ways of peer review, tweets or retweets, qualitative impact ie was a basis for policy change*

**Journal Impact Factor: *of the journal in the field***

**Comment: *brief comment on the journal***

**Brief Description: *provide a summary of article***

**Contribution: *brief description of role on paper, percentage, etc.***

**Citations:**

1. **ARTISTIC WORKS**
2. **REFEREED CONFERENCE PUBLICATIONS**

Put presentation here if there is a published book of abstracts from the conference.

1. **PRESENTATIONS**
   1. **Invited Presentations -** these are a sign of recognition of “knowledge of the discipline”
   2. **Contributed Presentations**
   3. **Poster Presentations**
2. **REPORTS AND OTHER OUTPUTS** technical reports, SHA initiated, departmental
3. **BOOK REVIEWS**
4. **INTELLECTUAL PROPERTY**
5. **RESEARCH FUNDING HISTORY** any money obtained for QI or research
6. **PRACTICE OF PROFESSIONAL SKILLS** include the description of your clinical practice, hours, patient #’s and types, on call frequency etc. \*\*indicate if you have any protected time for research or teaching

**Also here, create sub-headings:** Manuscript Reviews, Grant Reviews, External examiner, CME as Learner

1. **ADMINISTRATIVE SERVICE**
   1. **University Committees**
   2. **College and Departmental Committees**
   3. **Other Administrative Service** include SHA committees (clinical related committees)
2. **PROFESSIONAL OR ASSOCIATION OFFICES AND COMMITTEE ACTIVITY OUTSIDE U OF S**

ie Royal College or College of Family Physicians, CPSS, SMA, CMPA, etc.

1. **PUBLIC AND COMMUNITY CONTRIBUTIONS**
   1. **University Related:** include media interviews
   2. **Non-University Related:**
2. **OTHER ACTIVITIES**

**SELF-ASSESSMENT RE: MEETING PROMOTION CRITERIA**

Candidate’s writtenstatement on progress towards promotion. Normally a paragraph on each category of evaluation, briefly explaining how you have met those requirements.

* My ***qualifications*** are as follows:
* The following is a summary of my ***Teaching Ability and Performance***. conferences.
* My ***Knowledge of the Discipline and Field of Specialization***
* Intent to seek promotion based on Category 5 – ***Practice of Professional Skills***.
* My contributions to ***Administration*** include.
* My ***Public Service and Contributions to Academic and Professional Bodies*** are summarized as follows.
* Concluding Statement: Therefore, in my opinion I meet the standards for promotion.

**Category 1: Academic Credentials**

A copy/description of your academic credentials and/or qualifications.

* Include degrees
* Specialty or subspecialty training

(Copies can be part of the Appendices)

**Category 2: Teaching Ability and Performance**

* Candidate’s written statement addressing:
  + your philosophy of teaching
  + understanding of your student and peer evaluations
  + improvements/enhancements made to your teaching performance
  + any actions taken to remedy problems identified
* Refer to Checklist – highlight the areas accomplished – make it easy for the reviewer to see the involvement (example below is for Associate Professor)
  + Text, letter

    Description automatically generated
* Teaching Dossier, including record of teaching roles and contributions to courses/curriculum (see sample at end of document *Appendix I*)
* Evaluations from students (evaluations done periodically every 1-2 years during the time under review) (copies can be a part of the appendices)
* Evaluations from peers (done periodically during the time-period under review, by senior peers, as critical review of your teaching delivery, technique, interaction and response to learners; evaluations of presentations at CME or grand rounds) ((copies can be a part of the appendices)

**Category 3: Knowledge of Discipline and Field of Specialization**

* Show that you are an expert in your field of specialization – explain what it is and provide examples i.e.. Consultations/referrals, local or national committee expertise, curriculum, or guideline development
* Documentation of invited lectures and invited presentations
* Documentation that the candidate has served as a peer reviewer of grants and other material should be explained

**Category 4: Research and Scholarly Work**

* Written statement including
* the nature of your research and scholarly work to date
* future research plans
* clearly explain your contribution to joint publications and research grants (% contributed and your role)
* Evidence pertaining to research and scholarly work;
* Evidence of research funding (as required in College/Department Standards);
* Other relevant evidence for the purpose of establishing research direction, accomplishment, and momentum.

**Category 6: Contributions to the Administration or Outreach Responsibilities of the Department, College, or University**

* A one-page statement on the role of the candidate in service to the administration or outreach responsibilities of the Department, College, University, Health Authority
* If possible, obtain statements from individuals (e.g. chairs, other committee members) who have personally observed the work.

**Category 7: Public Service and Contributions to Academic and Professional Bodies**

* A one-page statement on the role of the candidate in public service and contributions to academic and/or professional organizations

If possible, obtain statements from individuals (e.g. chairs, other committee members) who have personally observed the work.

**APPENDIX I**

Teaching Dossier

##### Name, Credentials

Department of

College of Medicine

University of Saskatchewan

# Teaching Philosophy

Reflection on why and how you teach

# Summary of Teaching Responsibilities

**Undergraduate Teaching**

Clinical (Bedside) and Didactic

**Resident /Post Graduate Teaching** .

Clinical (Bedside) and Didactic

**Mentorship**

**Supervision**

Dean's summer projects, resident research/project supervision

**Continuing Professional Development/Faculty Development/CME Related to Teaching**

### **Workshops Presented in THE LAST 5 YEARS:**

**WORKSHOPS/COURSES/SESSIONS ATTENDED IN THE LAST 5 YEARS:**

# Teaching Awards

# Courses/Workshops/Teaching Materials Developed or Modified

# Publications/Presentations Related to Teaching/Education

**Publications:**

**Oral Presentations at Conferences:**

**Poster Presentations at Conferences:**

# Student Evaluations of Teaching

Student evaluations of my teaching are important to me …

How I have responded to feedback and changed/improved my teaching…

Evaluations appended are from (list date, class) …

# Peer Evaluation of Teaching

Peer evaluation of my teaching is important to me …

How I have responded to feedback and changed/improved my teaching…

Evaluations appended are from (list date, person)…

# Service to Teaching

Administrative Roles; ie. Year One Chair – description of responsibilities

Committee Membership:

# Appendices

## Appendix A – Student Evaluations of Teaching

## Appendix B – Workshops Presented and Attended

## Appendix C – Sample Teaching Materials Developed

## Appendix D – Peer Evaluations