



**Checklist for PROMOTION to Associate Professor  
(condensed version for Clinicians assessed under Category 5)**

\*Standards for Promotion are 2024 CoM (refer for details) and **must be read in conjunction with the U of S Standards**  
Time Period under Review: Date appointed at the U of S to June 30<sup>th</sup> of the year you seek promotion

**1. Academic Credentials :**

MD (or comparable) \_\_\_\_\_ Specialty Training \_\_\_\_\_  
(Bonus if Master Degree \_\_\_\_\_ or PhD \_\_\_\_\_)

**2. Clinical Teaching:**

**Must have evidence to check off 3 or more of:**

- \_\_\_ Regular teaching of pre-clerkship, clinical clerks or residents
- \_\_\_ Teaching at local CME events
- \_\_\_ Teaching as content expert at local faculty development events
- \_\_\_ Teaching in group clinical education
- \_\_\_ Participant in post-grad event-based teaching
- \_\_\_ Participant in undergrad event-based teaching
- \_\_\_ Participant in remedial teaching (requested by UG or PG)
- \_\_\_ Department-based teaching beyond that expected amount
- \_\_\_ Health care teaching via social media or digital platforms (& validated by dept/college administrator)
- \_\_\_ Regular participant in faculty development on improving teaching (
- \_\_\_ volunteering to teach
- \_\_\_ received teaching award(s) or special recognition as a teacher

Must have Student Evaluations of teaching – Dates of evals & do they show improvement over time?

Must have Peer Evaluations of teaching – Dates of evals and do they note improvement over time?

(Need one per year if possible; can include presentations at Grand Rounds etc.)

**3. Knowledge of Discipline:** include items that give indication of expertise in specialty

- \_\_\_ Invited Presentations outside U of S
- \_\_\_ Consultations on cases from peers
- \_\_\_ Grant Reviewer \_\_\_ Manuscript Reviewer
- \_\_\_ Other recognition in their field, beyond U of S

**5. Professional Skills:**

(Category 4 is N/A; applies to scientists)

**5.1 Clinical (5.1a)**

- \_\_\_ SHA appointment/privileges
- \_\_\_ CPSS license to practice in SK
- \_\_\_ Certification of Professional Conduct from CPSS
- \_\_\_ Mainpro or MOC (Royal College) in continuing professional learning updated certificate
- \_\_\_ 3 recommendation letters from colleagues re: clinical competence and professional collegiality (samples available)
- \_\_\_ Statement from the Department Head confirming clinical competence, willingness, communication

**5.2 Research & Scholarly Work**

NB: Evidence will be evaluated in light of the University standards for **quality and significance. All Level 1 requirements (Table F) including:**

\_\_\_ Author or Co-Author to at least 1 peer-reviewed publication/webinar/podcast/video/digital platform

**< 20% protected time for research - minimum of 1 from the list of scholarly outputs:**

**≥ 20% research time – minimum of 4 with (\*) from the below list of scholarly outputs:**

- \_\_\_ \* Senior/first/corresponding author on a peer reviewed article
- \_\_\_ \* Coauthor of peer-reviewed publication
- \_\_\_ \* Co-PI or PI for research funding from any funding agency with contribution to grant writing or applicant as co-PI or PI for research funding with internal review to CHIR/Tri-Council funding agency, with contribution to grant writing
- \_\_\_ \* Supervisor of medical student, resident research project or graduate student
- \_\_\_ \* Peer-reviewed poster presentation or lecture at meeting or conference
- \_\_\_ Author/coauthor clinical trials publication, case review, book chapter, expert consensus statements/ clinical reviews/ evidence based provincial or national guidelines with evidence of application
- \_\_\_ Author/ coauthor of technical report or clinical report or tool for improving medical education, health care delivery, health care quality, or patient safety with evidence of application
- \_\_\_ Accreditation surveyor resulting in written technical report

**Must provide evidence of at least 3 of (or 2 if including an item with [\*]):**

- \_\_\_ Excellent mentor and role model: i.e. as evidenced by examples and letters of support including formal coaching or mentoring i.e. Compas+ or PromptMD, development of processes that facilitate mentorship
- \_\_\_ Faculty development/refinement of teaching/academic skills through courses, readings, webinars i.e. faculty development courses (minimum of 15 hours) and subsequent presentation/dissemination of faculty development related topics.
- \_\_\_ Administration for a minimum of 2 years – member of committees departmental, provincial, or national that advance medical excellence.
- \_\_\_ Engagement with the community as part of academic involvement i.e. presentations, meetings, community visits, collaboration for social justice, collaborate to improve social determinants of health, outreach to community to provide education and medical services
- \_\_\_ Contributions which have promoted scholarship and excellence in the clinical setting (e.g., enabling research through patient recruitment, creation of methods to evaluate outcomes of care; contributing to improvement of a training program within the clinical environment
- \_\_\_ Develop curricular or educational methods or learner resources



5.2 **Research & Scholarly Work (cont'd)**

- \_\_\_ Develop exam content for College of Family Practice (CFPC), Royal College of Physicians and Surgeons (RCPSC), Medical Council of Canada (MCC)
- \_\_\_ National academic/clinical professional service – i.e. RCPSC, CFPC, specialty organizations, CMPA (evidence of contribution to academic output required)
- \_\_\_ Participation on organizing committee for medical education/clinical/scientific conference
- \_\_\_ Review committee adjudication for award/oral/poster selection for medical education/clinical/scientific conference
- \_\_\_ Invited expert for presentation of latest evidence or current best practices as at local/ provincial clinical/scientific meeting or conference
- \_\_\_ reviewer of manuscript submissions for a peer-reviewed clinical/scientific journal
- \_\_\_ committee member or chair for research advisory committee for graduate student(s) or postdoctoral fellow(s)
- \_\_\_ Recipient of awards for leadership or research clinical trials site lead
- \_\_\_ \* Diplomas, certificates, advanced education, physician leadership courses which have subsequently demonstrated transformed academic practice, leadership, teaching – examples required
- \_\_\_ \* Canadian Certified Physician Executive (CCPE) through the Canadian Society of Physician Leaders
- \_\_\_ \*Completed a formal quality improvement program
  
- \_\_\_ Community-engaged/Indigenous research ie oracy (refer to CoM Standards)

6a. **Administration:**

- (no specified number)
- \_\_\_ On Department Committee(s)
- \_\_\_ On College Committee(s)
- \_\_\_ On University Committee(s)
- \_\_\_ On SHA Committee(s)

7. **Public Service & Contributions to Academic and Professional Bodies:**

- (no specified number but need some)
- \_\_\_ Serves on an academic, professional or scientific organization outside of the U of S
- \_\_\_ Media interview(s)
- \_\_\_ Written contribution or presentation to general public via journal/meeting
- \_\_\_ On a Board or committee of a gov't agency or NGO
- \_\_\_ Volunteers medical services with a charitable/humanitarian organization
- \_\_\_ On accreditation prep committee of accreditation team external to the U of S
- \_\_\_ Editor/Reviewer of journal manuscripts
- \_\_\_ On an editorial board of peer-reviewed journal
- \_\_\_ Lead organizer for a provincial/national association's Conference