



Q & A

Professional Development – Promotion Friday, March 19, 2010o

1. The promotion process begins in the Spring. If a physician begins work in the winter, is that half academic year counted as a full academic year?
 - Contact Connie Zrini at 519 661-2111 x86422 or connie.zrini@schulich.uwo.ca to obtain rules for physicians who begin work after the beginning of the academic year.
2. Can Acuity Star be used to create the Teaching Dossier?
 - Acuity Star is not currently used to create the teaching dossier as it does not follow the university standard.
3. What is the promotion timeline?
 - The timeline process is the same for both the Senate and Provost stream
 - Spring – submit documentation, i.e. teaching dossier, CV, ect.
 - Fall – review and sign-off (no later than December 1)
 - Summer – category change and promotion (effective July 1)
4. When obtaining colleague feedback to support promotion, who sends the request to the colleagues?
 - The department Chair's office will send the official letter of request for support and feedback.
 - It is beneficial to collect unsolicited testimonials from individuals who casually provide positive feedback during a conversation. Ask colleagues who provide positive feedback to send your department Chair, and/or yourself an official letter.