



Faculty of Medicine

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September 2023

TO: All MUNFA Faculty, Faculty of Medicine

FROM: Dr. Dolores McKeen Interim Dean of the Faculty of Medicine

RE: **Application for Promotion and Tenure for 2023-2024**

I am writing to provide you with information on the Promotion and Tenure (P&T) process for the upcoming academic year 2023 to 2024. Consideration for promotion and tenure for Bargaining Unit faculty members with the Memorial University of Newfoundland Faculty Association (MUNFA) will follow the MUN-MUNFA Collective Agreement (March 17, 2023 to August 31, 2026). Please ensure you review the information and follow the deadlines listed in Articles 10 and 11.

In accordance with Clause 7.14, there are two MUNFA P&T Committees in the Faculty of Medicine—one for the Division of BioMedical Sciences (BMS), and one for the Division of Community Health and Humanities (CHH). Applicants will be considered by the P&T Committee for their respective Division; for applicants who are MUNFA faculty and are appointed to a clinical discipline, you should indicate through which MUNFA Committee you wish to be considered.

Candidates are asked to submit an electronic assessment file (on USB), and to note that a paper copy (binder) is not required.

In accordance with Clause 8.01, your P&T assessment file shall be created in consultation with your Administrative Head. For those faculty in BMS or CHH, the Administrative Head will be your Associate Dean. For MUNFA faculty appointed to a clinical discipline, this will be the Vice-Dean of Education and Faculty Affairs, along with your Discipline Chair.

Summary of Important Deadlines

- **By September 1, 2023**, a letter should be sent to your Associate Dean (or Administrative Head for MUNFA members appointed in a clinical discipline), and copied to the Dean of Medicine at medacademicaffairs@mun.ca indicating that you are applying for non-decision review (year 2), extension of tenure-track (year 3), promotion, and/or for tenure. If you are in non-decision year 4 (optional review) and you wish to opt-out of the Year 4 Review, this must be indicated in writing by September 1.
- **By September 15, 2023**, an applicant should have reviewed their P&T Assessment File and their list of referees with their Associate Dean/Administrative Head. Your Assessment File should be sent to the Dean's Office on USB (a binder/paper copy is not required). Your list of referees, with full contact information (name, rank, institutional address, email address, and phone number) should be provided separately and not be included on your USB.

- As a reminder, you must refrain from contacting or discussing your application with any of your referees. Referees cannot have a conflict of interest, for example, they cannot be currently collaborating with you, nor have collaborated with you in the past five (5) years. You should have additional names prepared in case a referee declines.
- Your P&T Assessment File (refer to Article 8 of the Collective Agreement) should include **(1)** a letter addressed to the Dean which highlights particular accomplishment(s), or anything needing explanation, **(2)** an up-to-date curriculum vitae, and **(3)** a teaching dossier which includes documentation that outlines your educational activities, with a breakdown of the teaching you provide (Appendix B of the Collective Agreement – CAUT Teaching Dossier).
- Other supporting documents to include:
 - Teaching evaluations, submitted at the option of the faculty member.
 - Copies of your most recent publications/abstracts with a detailed explanation as to your role.
 - Details on your current research, including your role in the research work and your part in the grant application.
 - Your academic service and your contributions to the community-at-large, outside the university
 - Any other information you feel will support your application.
 - As per Clause 8.03 of the Collective Agreement, the Head (Dean of Medicine) will add material, e.g., previous P&T reviews, etc., and these documents will be marked as “Inserted by the Head.” Also please note Clause 8.02, on your right to include a rebuttal or written comments on the inserted documents.
 - The USB should be labelled with your full name, and each file on the USB **must be saved with your surname** (e.g., Smith-CV). Files should be saved as Adobe Acrobat files (pdf).

If you have any questions, please contact the Dean’s Office: Tracey Pittman, Manager of Academic Affairs, tpittman@mun.ca or Regina Edwards, Academic Affairs Coordinator, medacademicaffairs@mun.ca, or your Chair, or Associate Dean.



Dolores McKeen, MD, FRCPC, MSc, CCPE

Interim Dean of Medicine

Professor of Anesthesia

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