

Faculty of Medicine

Office of the Dean
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September 2023

TO: All Non-Bargaining Unit Faculty (non-MUNFA), 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. Further to the Promotion & Tenure Information Sessions held in June 2023, here is a reminder of the important dates for this year (excerpt from the *Criteria for Promotion and Tenure: Non-Bargaining Unit* document). Also, please note the amendment to the *Criteria* document, which no longer requires you to submit a binder (hard copy) of your assessment file—just the USB is required.

Link to *Criteria* document <https://www.mun.ca/medicine/media/production/medicine/documents/faculty-affairs/Criteria-for-Promotion-and-Tenure-2018-EDIT.pdf>

Important Dates

By August 15 – Candidate sends letter to their Discipline Chair* indicating that they are applying for promotion and/or tenure. (*If a Discipline Chair is applying for Promotion and Tenure, a senior faculty member at the Associate Professor or Professor level in their discipline can act in the capacity of a Discipline Chair for the Promotion and Tenure process.)

By September 1 – Candidate sends complete P&T assessment file to their Discipline Chair for review and guidance in preparation for the final submission to the Dean of Medicine.

By October 1 – Candidate sends letter addressed to the Dean of Medicine (to medacademicaffairs@mun.ca), and to their Discipline Chair, indicating that they are applying for promotion and/or for tenure.

By October 15 – Candidate brings their complete P&T assessment file (USB) to the Dean of Medicine Office. Your list of external reviewers, with full contact information (name, rank, institutional address, email address, and home 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.

By October 31 – Dean's Office notifies the candidate of the receipt of their P&T assessment file, and asks the candidate to confirm the accuracy of their uploaded documents on Brightspace.

November-December – Dean's Office contacts the candidate's external reviewers. The reviewers are asked to review the candidate's P&T assessment file (via Brightspace) and to make a recommendation.

January-February – P&T Committee meets to review the candidates' complete assessment files which will include the recommendations from the external reviewers.

March-April – P&T Committee sends the Dean of Medicine their recommendation for each candidate.

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By May 1 - Dean of Medicine reviews the recommendation from the P&T Committee and makes a recommendation to the Provost and Vice President (Academic).

May-June - Provost and Vice President (Academic) reviews the P&T files which include the recommendations from the P&T Committee, and from the Dean of Medicine. The Provost and Vice President (Academic) forwards their recommendation to the President of Memorial University.

July-August – President of Memorial University makes their recommendation, and copies the candidate and the Dean of Medicine. Promotion and/or change of status becomes effective September 1.

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 Discipline Chair.



Dolores McKeen, MD, FRCPC, MSc, CCPE

Interim Dean of Medicine

Professor of Anesthesia

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