

## Clinical Faculty Promotions

Clinical Faculty Promotions are processed by the Department year-round, with files being sent in a batch to the Dean in May each year.

The Department will contact all clinical faculty members in the spring each year to determine who is interested in being considered for promotion for the following year. When a clinical faculty member expresses interest in being promoted, we will contact their Division Head and Administrator to notify them and to ask the three parties to work on the documentation required for the promotion file.

Each promotion file must be reviewed and voted on by the Department's Academic Appointments, Reappointments, Promotions and Tenure Committee (AARPT) before the file will be sent to the Dean for approval. The Board of Governors will give the final approval on clinical promotions.

For more information on Clinical Faculty Appointments in the UBC Faculty of Medicine, please view: [http://www.med.ubc.ca/faculty\\_staff/clinical\\_faculty.htm](http://www.med.ubc.ca/faculty_staff/clinical_faculty.htm)

When a clinical faculty member wishes to apply for promotion, the following must be submitted:

**Please submit your promotion documentation to: [clinicalfaculty.medi@ubc.ca](mailto:clinicalfaculty.medi@ubc.ca)**

<b>Divisions: Allergy and Immunology, Critical Care, Community Internal Medicine, General Internal Medicine, Infectious Diseases, Nephrology, Physical Medicine and Rehabilitation, Respiratory Medicine</b> Flavia Oliveira, Human Resources Assistant Email: <a href="mailto:flavia.oliveira@ubc.ca">flavia.oliveira@ubc.ca</a> Tel: 604-875-4772 Fax: 604-875-4886			
<b>Divisions: Gastroenterology, Medical Oncology, Neurology, Rheumatology, Cardiology, Endocrinology, Geriatric Medicine, Social Medicine, Hematology, Palliative Care</b> TBD, Human Resources Assistant (CC Faculty Hires and Promotions Coordinator at <a href="mailto:lygia.siqueira@ubc.ca">lygia.siqueira@ubc.ca</a> ) Email: <a href="mailto:clinicalfaculty.medi@ubc.ca">clinicalfaculty.medi@ubc.ca</a> Tel: 604-875-5429 Fax: 604-875-4886			
10th Floor, Diamond Centre, 2775 Laurel Street, Vancouver, BC V5Z 1M9			
<b>Promotion to:</b>	<b>Clinical Assistant Professor</b>	<b>Clinical Associate Professor</b>	<b>Clinical Professor</b>
<b>UBC Division Head to Provide</b>			
<b>UBC Division Head Support Letter</b>	X	X	X
List of 4 Potential Arms-Length External Referees <i>complete form</i>			X
<b>Candidate to Provide</b>			
<b>UBC CV</b> <i>See UBC CV Template and Instructions</i> <i>Please ensure to include all your teaching activities in Section 8-Teaching.</i>	X	X	X
<b>Teaching Evaluations</b>	X	X	X
List of 4 Potential Arms-Length External Referees <i>complete form</i>			X
<b>Name &amp; Contact Info of Hospital Department Head</b> <i>(if outside of VGH or PHC)</i>	X	X	X
<b>5 of Candidates Most Important Publications</b> <i>emailed PDFs preferred, but will accept hard copies</i>		X	X