

**Faculty of Health Sciences
McMaster University**

The Preparation of Dossier for Tenure and Promotion

Template for Candidate's Submission – Clinician Educator

This template is intended to be used as a guide for you to prepare your written submission. You should introduce yourself to the reader and summarize your major activities in the areas of Education and Clinical Service, along with any research or administrative responsibilities you may have undertaken. These statements are usually no more than two pages long and are intended to provide, in general language, information about your scholarly contributions. This description should be in addition to that provided on your R4 (Mutually Agreed Responsibilities).

Candidate's Submission

Here you will summarize your activities in the areas of research, education, service and administrative responsibilities (two pages in total) drawing on the information in your Education Dossier. This description should be in addition to that provided in the Mutually Agreed Responsibilities (R4) form from the Faculty of Health Sciences/Affiliated Teaching Hospital/Community Agency.

Education Contributions

Listed below are the issues that you should consider when summarizing your education contributions. [Note: These are identical to the Personal Statement questions in your ongoing Education Dossier].

1. Educational goals, philosophy and practices: This should include career goals with respect to education, how one perceives one's strengths as an educator and how one evaluates both one's progress, the progress of one's students and professional development initiatives.
2. for example, tutor, lecturer/instructor; supervisor; committee chair); and iii) describe your involvement in your major educational roles.
3. Innovation and creativity: If you are involved in the development of new initiatives or the revision of old ones, please describe your activities and how they have strengthened Faculty of Health Sciences educational programs.
4. Continuing professional growth: As an educator, this would contain a description as to what your plans are to augment and strengthen your teaching abilities, especially in relation to any new areas that are of particular interest.
5. Other: This would summarize any other pertinent areas of educational activities, not covered above, including mentoring of faculty colleagues.

Clinical Contributions

Based on your Working Template listed below are the issues that you should consider when summarizing your **clinical contributions** [per: **Guidelines for Reporting Clinical Scholarly Activities in a Tenure and Promotion Dossier copy attached**]

1. Please *summarize* the academic clinical activities you have undertaken during the past three years, in as many of the above noted areas as are relevant.
2. Briefly summarize the *impact* of your involvement, using objective evidence as available.
3. Since one essential element of scholarly work is that it be made available to others (students, clients, colleagues, public), please include evidence of how you have *shared information* related to these various activities through informal and formal presentations, consultations, seminars, conferences and/or publications.

4. Indicate any efforts you have undertaken regarding ongoing self-evaluation and upgrading in relation to clinical skills.
5. List any *formal recognition* you have received related to your clinical activity (e.g. prizes, awards).

Research Contributions

When summarizing your research contributions, you should think about what you would want the committee to know about your research program and you as a researcher. Remember that the people reviewing your package might not necessarily have the same background as you so do not use any short forms, acronyms or jargon that the general population would have difficulty understanding. Your research statement should be no longer than two pages in length.

Summarize recent grants you have submitted or current research you are conducting. Do not list all grants, publications, etc.; your curriculum vitae does this. You may however want to discuss one or two research projects in more depth.

Listed below are issues you should consider when describing and summarizing your research.

- Have you established a promising program of scholarly work?
- How are you making the results of this work available for peer review in the public domain?
- Is there evidence of successful peer-reviewed publications and strong promise of more to come?
- Have you:
 - received any academic awards
 - had approval of research grants
 - been invited to present your research at conferences, workshops, university seminars, critical reviews of published works, exhibitions or performances?