

**Faculty of Health Sciences  
McMaster University**

**The Preparation of Dossier for Tenure and Promotion**

**Template – Candidate’s Submission – Research Educator**

**BRIEF OVERVIEW**

For this section you are required to provide a statement on your teaching, research, and other interests and accomplishments. These statements are to be in full paragraph form and normally not more than two to three pages in length. The intent of the candidate’s submission is to provide a general overview of who you are as a faculty member in the Department of Pathology and Molecular Medicine, Faculty of Health Sciences.

Please note that the individuals reviewing your submission might not necessarily have the same background as you so avoid using acronyms and short forms. This submission should be written in general language rather than disciplinary jargon.

Refer to the most current **R4 - Mutually Agreed Responsibilities** outlining the distribution of your time.

**TEMPLATE – RESEARCHER EDUCATOR**

This template is intended to be used as 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 Research and/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). You are only required to write about the areas in which you have been involved.

**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 so please refer to your Educational Dossier in the preparation of this section.]

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. Major educational roles: In this section you need to: i) state how much of your time is devoted to educational activities; ii) identify your major educational contributions/roles (most faculty members will have 2 to 4 major contributions, 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. (translational research)
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.
6. Indicate any efforts you have undertaken regarding ongoing *self-evaluation* and *upgrading* in relation to clinical skills.
7. List any *formal recognition* you have received related to your clinical activity (e.g. prizes, awards).

### **Research Contributions/Statement**

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?

### **Other Contributions**

You may also contribute to clinical service or administration. Please include if applicable.