

# Faculty Reviews and Preparation for Promotion

It is the responsibility of the department chair or DME to work with their faculty to ensure they are progressing acceptably in both their professional development and in order meet the stated promotions criteria when they are next eligible for promotion, as applicable for those who wish to apply for promotion to the next rank within their track.

Each chair or DME will meet at least once per year with the faculty member, to assess their teaching workload based on their individual, hospital-established FTE or equivalent, student evaluations, and departmental and other contributions as relevant to the requirements for the rank, and/or level being applied for within their designated track. These meetings should be formally documented, and a summary of the faculty member's action plan will be maintained in the Departmental records.

Faculty who are not performing as per the expectations of the position, or who are at risk of not meeting the promotions requirements e.g., because they lack the stated number of publications or their average student valuations are below the minimum required, should establish a detailed remediation plan for the upcoming term or year(s) as applicable which will be approved by the chair or DME and monitored subsequently. A continued failure to improve or an ongoing decrease in overall performance may result in non-renewal. Faculty will not be recommended by the chair or DME for promotion if they fail to fulfill the details of the remediation plan or if they do not meet the relevant standards for promotion within that track.