

Candidate Promotion Checklist - Clinician Track

[Use the OFA Clinician Track Dossier Template](#) for details on each section

Task	Timeline/ Due Date	Completed
Alert your division director if you plan to seek promotion this cycle	Dec-Jan	☐
Update CV in Works	Mid Jan	☐
Complete Track Change form *Contact Laura Geffre-Rick to assist with this process	Jan - Mar	☐
Attend a departmental Promotion Kick-off meeting	Feb	☐
Attend an OFA Promotions training session	Mar	☐
Write draft Candidate Statement for P&T Review committee's input, send to Laura Geffre-Rick	Mar	☐
Compile dossier sections and send to Laura Geffre-Rick as they are completed and ready to add to the dossier:	n/a	n/a
1. CV	Early May	☐
2. Candidate Statement	Early May	☐
3. External Review list a. Need a total of 4 reviews b. No more than 2 non-arm's length reviewers *Request letters are sent from the Department Chair in mid May that include your CV and Narrative Statement	Early May	☐
4. Service documents due to Laura Geffre-Rick (refer to section 5 of OFA Dossier Template for section requirements)	July	☐

5. Education: Teaching Experience and Effectiveness (refer to section 6 of OFA Dossier Template for section requirements)	July	☐
6. Internal Evaluators list: 14-19 Evaluators who are familiar with the candidate's clinical work to evaluate them based on the ACGME list of clinical competencies. (refer to OFA Checklist) *Laura Geffre-Rick to upload to OFA's Google Form	July	☐
Review/approve dossier for P&T Committee review and department vote	Late July	☐
Review final dossier, sign and return your Candidate Statement of Assurance to Laura, prior to upload to OFA	Early Sept	☐