

COMMITTEE ON ACADEMIC AND PROFESSIONAL QUALIFICATIONS

The CAPQ reviews a large quantity of material for each faculty member seeking promotion. We would appreciate the Chairs and candidates keeping two points in mind as they prepare supporting documents:

Take the time to familiarize yourself with the CAPQ guidelines. These include a scoring system for three categories of performance that is considered by the Committee.

Prepare a curriculum vitae and/or supporting material(s) that clearly address(es) the guidelines. Help the Committee to identify relevant contributions in each of the areas.

Some suggestions to help avoid common errors include:

➤ Research/ Scholarship

- Highlight/ distinguish **peer-reviewed publications** from **non-peer-reviewed publications**. Papers that are submitted or are in preparation receive little consideration and should be kept **separate** from papers that are in print or in press.
- Do not double-up entries (e.g. by listing both a spoken presentation and the published abstract from the same meeting).

➤ Teaching

- Be clear about specific teaching responsibilities on this campus or its affiliates.
- Be specific about the number of contact hours, the level (e.g. medical students, residents, graduate students, etc.), the nature of the teaching (e.g. lecture, conference, laboratory, rounds, etc.). Give dates (at least by identifying the years) and the courses.
- Sometimes there is no evidence of teaching on a CV and every rank in every track has a teaching requirement.

➤ Service

- Be clear about service responsibilities on this campus or its affiliates.
- Be specific about positions that are appointed and positions that are elected. Give dates (at least by identifying years) for service commitments.