

(sample nomination letter template for appointment/promotion to senior rank)

The Chairperson's letter must summarize the evidence supporting the nomination for senior rank. Detailed, evidence-based information is required for each criterion. The letter should include specific information about service development, service size, growth, the number of individuals served and the education or research components of the service.

Dear Dr. Tennen:

INTRODUCTORY PARAGRAPH with BACKGROUND INFORMATION

• **PROMOTION:**

I am writing to nominate (*name and degree of nominee*) for promotion to (*Associate Professor/Professor*) in the Department of (*name of department*) in the Clinical Xology professional category, (*in-residence track or affiliated track of HH, SFHMC, THOCC, CCMC, JAX, etc.*).

In this letter I will review (*nominee's name*) experience and the rationale for his/her (*promotion*) in the (*professional category*) based on **1), 2), 3), or 4)** listed below.

DESCRIBE NOMINEE'S CONTRIBUTIONS, CURRENT ACTIVITIES AND AREAS OF EXCELLENCE BASED ON THE PROFESSIONAL CATEGORY CHOSEN FOCUSING ON THE "LEG" OF THE PROFESSIONAL CATEGORY SELECTED

Describe nominee's professional competence and provide detailed, evidence-based information and objective evidence of improvement for **one** of the following:

- 1) Played an effective and significant leadership role in the University, one of its components or an affiliated hospital
- 2) Developed clinical services new to the UConn School of Medicine
- 3) Published clinical observations, reviews or analytic studies in peer-reviewed journals
- 4) Developed new curriculum offerings, educational programs, or teaching materials not previously available at the UConn School of Medicine

and, also

LOCAL AND REGIONAL RECOGNITION

Nomination to **Associate Professor** requires evidence of local or regional recognition by peers and students for excellence in clinical teaching of residents, fellows or medical students (you must include contributions to UCONN Health as part of local contributions) **and**, local or regional recognition by peers of a high level of competence in a clinical specialty.

Nomination to **Professor** also requires evidence of **regional** and **national** recognition for any of the achievements required for promotion to Associate Professor (if international influence exists please add).

CONTRIBUTIONS TO EDUCATION

Teaching excellence is an important component of the criteria for promotion in each professional category and every track. Comment on the nominee's active and effective participation in at least one of the following levels of education: undergraduate, graduate, or postgraduate.

CLINICAL ACCOMPLISHMENTS

If the nominee is a clinician, provide information on nominee's clinical competence including specific examples of the nominee's expertise and effectiveness in delivering high quality clinical services. Describe any patterns of adverse events, complaints, difficulty in working with colleagues, students or staff and any malpractice-related issues.

SUPPORTING ACTIVITIES

Include any additional activities that will support the nomination.

SUMMARY

Provide a paragraph summarizing the nomination.

(Department Chair Name and Signature)

(Center Director Name and Signature)

(Please refer to the category-appropriate guidelines outlined on the Faculty Affairs Website at the following link : [Professional Categories](#). The degree to which each criterion must be satisfied will vary in the different professional categories and will differ for appointment or promotion to Associate Professor and Professor).

*The Clinical Xology professional category was eliminated as an option for newly appointed faculty in 2001, but those already in that professional category were allowed to remain. Faculty members who have been in the Clinical Xology professional category and who change to another professional category are not eligible to transfer back into the Clinical Xology professional category