

(sample nomination letter template for appointment/promotion/tenure 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.

Tenure in the professional ranks will be granted only to persons of outstanding achievement. If the nominee is being considered for Tenure the criteria are the same as those for promotion/appointment. In addition, provide evidence that the nominee will continue with a high level of performance for an extended period of time (e.g. grant funding and the potential for grant renewals; evidence that the nominee is committed to the academic mission of the SOM; membership in multiple study sections; holding elected positions in regional or national societies; a record of independent investigations consistent with growth in future years).

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 Clinician-Scholar professional category, (*in-residence track or affiliated track of HH, SFHMC, THOCC, CCMC, JAX, etc.*).

- **APPOINTMENT:**

I am writing to nominate (*name and degree of nominee*) for appointment as (*Associate Professor/Professor*) in the Department of (*name of department*) in the Clinician-Scholar 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/appointment*) in the (*professional category*).

DESCRIBE NOMINEE'S CONTRIBUTIONS, CURRENT ACTIVITIES AND AREA OF EXCELLENCE BASED ON THE PROFESSIONAL CATEGORY FOCUSING ON EACH OF THE CRITERIA LISTED BELOW AND PROVIDE DETAILED, EVIDENCE-BASED INFORMATION FOR EACH:**Appointment or promotion to the rank of Associate Professor requires:**

- Development of original teaching materials or major improvements over those used elsewhere (such as new curriculum or educational programs, textbooks or chapters, syllabi, computer programs, videotapes, evaluation mechanisms, etc.), or continuing publication of clinical observations, reviews, or analytic studies in peer-reviewed journals. Should be contributor of major ideas and innovations.
- Effective participation in clinical training and service. Teaching may include medical students, residents, specialty fellows, or postgraduate students. Recognition of high quality teaching by formal evaluations or teaching awards. Impact of teaching should extend beyond home hospital as evidenced by invitations to teach in other institutions or in the programs of professional societies and continuing medical education (CME) courses.
- Established reputation inside and outside the immediate area as an authority in a clinical specialty as evidenced by outside referrals, visiting lectureships, or participation in the teaching programs of professional societies.

Appointment or promotion to the rank of Professor requires:

- A record of continuing publication in peer-reviewed journals of (1) analytic clinical studies or observations or (2) widely recognized comprehensive clinical reviews. Alternatively, development of original materials or major improvements over those used elsewhere (such as new curricula, textbooks or materials, or computer programs, evaluation mechanisms, etc.) which have reached a national audience.
- Performance as a key individual in clinical training and service; active and continuing participation in medical student teaching with recognition of extraordinary effectiveness. Evidence of a wide impact from teaching, e.g., in specialty societies, in CME courses, or in visiting professorships.
- A national reputation for superior accomplishments within a clinical specialty as evidenced by invitation to membership or fellowship in prestigious professional societies or by other academic recognition or awards, or play leadership role in department or hospital.

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).