

COMMUNITY FACULTY

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

Dear Dr. Tennen:

INTRODUCTORY PARAGRAPH with BACKGROUND INFORMATION

- **PROMOTION:**

I am writing to nominate *(name and degree of nominee)* for promotion to *(Associate Clinical Professor/Adjunct Associate Professor/Clinical Professor/Adjunct Professor)* in the Department of *(name of department)* in the Community track.

- **APPOINTMENT:**

I am writing to nominate *(name and degree of nominee)* for appointment as *(Associate Clinical Professor/Adjunct Associate Professor/Clinical Professor/Adjunct Professor)* in the Department of *(name of department)* in the Community track.

In this letter I will review *(nominee's name)* experience and the rationale for his/her *(promotion/appointment)* in the Community track.

DESCRIBE NOMINEE'S CONTRIBUTIONS (IF THE NOMINATION IS FOR 'APPOINTMENT' THE LETTER SHOULD BE BASED ON THE PROFESSIONAL CATEGORY CHOSEN WHILE FOCUSING ON ONE "LEG" OF THE CRITERIA)

Nomination for **promotion** requires evidence of continual high quality contributions to the programs of the School of Medicine and their quality such as medical or graduate student, resident, fellow or post-doc evaluations, objective evidence of efficacy of teaching, research productivity, and administrative contributions to program development.

Nomination for **appointment** requires evidence of prior accomplishments using criteria from one of the professional categories (Investigator, Clinician-Investigator, Clinician-Scholar or Medical Educator); please refer to the appropriate template for the requirements.

SUPPORTING ACTIVITIES

Include any additional activities that will support the nomination.

SUMMARY

Provide a paragraph summarizing the nomination.

(Department Chair 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).