COMMUNITY FACULTY

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

Dear Dr. Tennen:

**INTRODUCTORY PARAGRAPHS 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.

**DESCRIPT 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.

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*(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).