

NOMINATION LETTER INSTRUCTIONS

SPONSORING DEPARTMENT CHAIR (Center Directors or Affiliated Institution site Chairs may participate in writing the nomination letter but the School of Medicine Department Chair is the responsible party).

The Chairperson's letter must summarize the evidence of continual high-quality contributions to the programs of the School of Medicine and their quality, such as (a) medical or graduate student, resident, fellow or post-doc evaluations (b) objective evidence of the efficacy of teaching, (c) research productivity and mentorship and/or (d) description of administrative contributions to program development or maintenance, as well as other factors deemed relevant. Detailed, evidence-based information is required. The letter should include detailed information about the nature of the contributions as well as evidence of the quality of those contributions.

For most community faculty, teaching excellence is an important component of the nomination. Comment upon the nominee's teaching, teaching evaluations, and describe any patterns of student complaints, or difficulty collaborating in teaching with colleagues or staff. In 2009 the Education Council passed a policy giving the Department Chair the right to access all teaching evaluations.

NOTE: In instances where a faculty member is being considered for promotion without the support of the Department Chair (i.e. the nominee has appealed and won the right to be considered without the Department's support) the Department Chair must submit a letter explaining why he or she does not support the nomination.