

NOMINATION LETTER FROM THE SCHOOL OF MEDICINE SPONSORING DEPARTMENT

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

The Chairperson's letter must summarize the evidence supporting the nomination for senior rank/tenure. Detailed, evidence-based information is required for each criterion as listed in the School of Medicine Bylaws. The letter should include specific information about service development, service size, growth, the number of individuals served and the educational or research components of the service and objective evidence of improvement for the leg chosen. For other criteria, supportive information would include documentation of curriculum development, use and objective data about the impact of the curriculum. Examples could include performance on exams over multiple cohorts, dissemination via peer reviewed presentations or publications, or adoption of the curriculum by others.

Nominators of candidates for promotion to Professor, generally in the Medical Educator professional category, should note if the candidate is using the same clinical or education achievement that was used for promotion to Associate Professor. If so, there should be documentation of the improvements that have been made by the candidate in the achievement since it was used for promotion to Associate Professor.

Clinical competence is an important component of the criteria for promotion for clinicians. If the nominee is a clinician, comment upon his/her clinical competence, including specific examples of the nominee's expertise and effectiveness in delivering high quality clinical services. Describe any patterns of adverse events, patient complaints, difficulty working with colleagues, students or staff, and malpractice-related issues in addition to the nominee's expertise in his/her area. Please be specific.

Teaching excellence is an important component of the criteria for promotion in each professional category and every track. 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.

Local and regional recognition is most consistent with appointment or promotion to the rank of Associate Professor, whereas significant institutional influence, regional, and national recognition is most consistent with appointment or promotion to the rank of Professor.

For **New Appointments** also include a copy of the original hire letter and subsequent communications that change the work expectations delineated in the hire letter.

NOTE: In instances where a faculty member is being considered for promotion or tenure 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.