

MEDICAL RESEARCHER

(sample nomination letter template for appointment/promotion 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.

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 Medical Researcher 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 Medical Researcher 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)* based on each of the required criteria.

DESCRIBE NOMINEE'S CONTRIBUTIONS, CURRENT ACTIVITIES AND AREAS OF EXCELLENCE BASED ON THE PROFESSIONAL CATEGORY CHOSEN FOCUSING ON EACH OF THE CRITERIA LISTED BELOW

Describe nominee's professional competence and provide **detailed, evidence-based** information for **each** of the following:

Appointment or promotion to the rank of Associate Professor requires:

- a. Evidence of active and effective participation in at least one of the following levels of education: undergraduate, undergraduate medical, graduate medical, graduate school, postgraduate and/or continuing medical education
- b. Documented evidence of a record of sustained publication in refereed journals resulting from collaborations to which the candidate has contributed his/her unique skills
- c. Documentation of a record of occasional publications in which the candidate is corresponding author
- d. Evidence of a reputation for research within his/her field outside UConn School of Medicine

Appointment or promotion to the rank of Professor requires:

- a. Evidence of a national reputation for research within his/her field
- b. Evidence of active and effective participation in at least one of the following levels of education: undergraduate, undergraduate medical, graduate medical, graduate school, postgraduate and/or continuing medical education
- c. Documented evidence of a record of sustained publication in refereed journals resulting from collaborations to which the candidate has contributed his/her unique skills
- d. Documented evidence of a record of periodic publication in journals in which the candidate is corresponding author

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).