

**CHAIR'S TEMPLATE- MEDICAL RESEARCHER**  
**For Employed or Affiliated Faculty- Promotion/Appointment**

The Chairperson's letter must summarize the evidence supporting the nomination for senior rank. Detailed, evidence-based information is required for each criterion. In this professional category, the nominee must select one leg to focus on and area to demonstrated positive outcomes.

Dear SAPC Chair:

**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 HHC, TStF, THOCC, Connecticut Children's, Jackson Laboratory, 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 HHC, TStF, THOCC, Connecticut Children's, Jackson Laboratory, etc.)*.

In this letter I will review *(nominee's name)* experience and the rationale for the nominee's *(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 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:**

- 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
- Documented evidence of a record of sustained publication in refereed journals resulting from collaborations to which the nominee has contributed their unique skills
- Documentation of a record of occasional publications in which the nominee is corresponding author
- Evidence of a reputation for research within the nominee's field outside UConn School of Medicine

**Appointment or promotion to the rank of Professor requires:**

- Evidence of a national reputation for research within the nominee's field
- 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
- Documented evidence of a record of sustained publication in refereed journals resulting from collaborations to which the nominee has contributed their unique skills
- Documented evidence of a record of periodic publication in journals in which the nominee is corresponding author

**SUMMARY**

Provide a paragraph summarizing the nomination.

\_\_\_\_\_  
*(Department Chair Name and Signature)*

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*(Center Director Name and Signature)*