

CHAIR'S TEMPLATE
For COMMUNITY/ADJUNCT FACULTY- Promotion/Appointment

Dear SAPC Chair:

INTRODUCTORY PARAGRAPH 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/Adjunct 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/Adjunct track*.

In this letter I will review *(nominee's name)* experience and the rationale for *(promotion/appointment)* in the *Community track*.

DESCRIBE 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.

(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).