

Dear Dr. Baumhauer,

I am writing to propose the reappointment of [faculty member's name] as Assistant Professor of [Department] based on [her/his] excellence in the anticipated components of Clinical, Scholarship, and Teaching, for a term of [two or three] years.

[summary of faculty member's background and training, and current roles in the Department, UPMC, regionally/nationally if appropriate]

[separate paragraphs describing excellence in each anticipated activity component — recognizing that, at the time of reappointment as Assistant Professor, their accomplishments in each area are typically still emerging and do not yet fully meet the criteria for promotion in rank — using language as follows]

Scholarship: [summarize evidence for (non-Research) scholarship “demonstrating a developed, independent to the Faculty Appendix 1c]] It is helpful to provide the faculty member's primary educational responsibilities, including a general sense of how they have excelled on these. As applicable, it also is helpful to provide metrics or evidence regarding the quality, innovation, influence, or impact of the activities.

Service, Leadership, & National Recognition: [summarize evidence for the faculty member “using her/his expertise and skills in any of the above components to the benefit of their department, the SMD, the University, and/or their field or discipline,” which may include leadership at local, regional, national, or international levels depending on career path, as evidenced by [specific points from Regulations of the Faculty Appendix 1c]]

[Please note that the faculty member's professional efforts working with the community, or fostering diversity, equity, or inclusion, should be described as applicable to their activity components and/or as part of their service or leadership to the institution or field]

In recommending this faculty member for academic reappointment, *[this faculty member has consistently demonstrated behaviors in keeping with our professionalism values, standards, and expectations] or [any significant professionalism concerns have been remediated to a degree sufficient*

and term]

[chair signature]

[effective date]

[end date]

David C. Linehan, MD
CEO, University of Rochester Medical Center
Dean, School of Medicine and