

Template for Chair's Letter to the Dean's Office Proposing Reappointment as Assistant Professor (anticipated components: Clinical and Teaching)

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 recognizing Assistant Professor, their accomplishments in each area are fully meet the criteria for promotion in rank — using language as

Clinical: [summarize evidence for “specialized professional services of the highest quality in patient care or other aspects of URM missions” as evidenced by [specific points from Regulations of the Faculty Appendix 1c]] It is most helpful to provide descriptions of the nature of the faculty member's expertise and professional services, including a general sense of how much time/effort they spend on their clinical practice. As applicable, it also is helpful to provide metrics or other relatively objective evidence regarding the quality, innovation, or impact of the faculty member's clinical activities.

Contributions to Academic Missions (for faculty whose sole component is Clinical along with Teaching): [summarize evidence for “active support of URM academic missions,” as evidenced by [specific points from Regulations of the Faculty Appendix 1c]]

Teaching: [summarize evidence for “excellence in teaching contributions,” broadly defined, as evidenced by [specific points from Regulations of the Faculty Appendix 1c]] It is helpful to provide descriptions of the faculty member's primary educational responsibilities, including a general sense of how much time/effort they spend on these. As applicable, it also is helpful to provide metrics or other relatively objective evidence regarding the quality, innovation, influence, or impact of the faculty member's educational 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 Reg

[Close with summary paragraph, restating the proposed reappointment, anticipated components, and term]

[chair signature]

I concur with the above reappointment based on excels Tc ~~01~~ 1c ~~01~~ 01w ~~01~~ 01w ~~01~~ 01w ~~01~~ 01w