

### Template for Chair’s Letter to the Dean’s Office Proposing Reappointment as Assistant Professor

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 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 component as Assistant Professor, their accomplishments in each area are not yet fully meet the criteria for promotion in rank — using language as

*Scholarship:* [summarize evidence for (a) scholarship “demonstrating a developed, in-depth approach of the highest quality to an area of focused interest,” as evidenced by [specific points from Regulations of the Faculty Appendix Ic]]. Fao

[chair signature]

[effective date]

[end date]

---

David C. Linehan, MD  
CEO, University of Rochester Medical Center  
Dean, School of Medicine and Dentistry  
Senior Vice President for Health Sciences

---

*[effective date]*

*[work authorization end date]*