

**Appendix D** (updated July 2014)

Date: July 1, 2014  
To: Department Chairs and Center Directors  
From: Jeffrey M. Lyness, MD  
Re: Procedure for Evaluation of Assistant Professor Prior to First Reappointment

In 2002, the Dean's Office instituted the process for conducting the required i A 2-e s r  
Office, Department Chairs, and Center Directors agreed  
directors (or both when appropriate) since they are n  
accomplishments, professional contributions, and plans f  
2002, with the sequence of steps outlined as follows:

During the last year of the initial appointment (i.e. the third or fourth year), the faculty member should meet with the Chair (Center Director or both) for a detailed review of his or her academic progress. It may be desirable, when appropriate, to include the relevant Unit or Division Chief in such a meeting. The review should incorporate internal (departmental) review of the quality of the faculty member's efforts, drawing on the faculty member's prior annual reviews by the Chair or Chair-designee.

An up-to-date copy of the candidate's CV, and a minimum of three letters of recommendation (usually internal) should be obtained.

The Chair (and Center Director) should prepare a summary letter, addressed to the Senior Associate Dean for Academic Affairs (SADAA), which should include the following elements:

\_\_\_\_\_ original offer letter, and his/her subsequent activities in the areas of education, research, clinical and/or administrative service, as appropriate.

- 9 An assessment of the candidate's academic achievements, professional contributions, progress in achieving his/her goals, and success in integrating his/her activities within the department or center. This critical assessment should be done in the context of the candidate's chosen activity components (i.e., Research, Scholarship, Institutional Scholarship, Clinical, Teaching), which, as you know, must be specified at this time, at the latest.
- 9 A final paragraph summarizing the candidate's performance to date. This summary should also include, when warranted, specific recommendations to the candidate for further actions in

9 The letter should conclude with a sentence recommending reappointment and, in addition to the chair's signature, should include a line for the Dean's signature. In accordance with our