University of Pennsylvania – Perelman School of Medicine

Chair’s Recommendation Letter for Appointment and Promotion

AC track and AC Part-time track

*(Should not be more than 3 pages)*

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department** (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to propose Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for [appointment\* or promotion\*\* to [Assistant Professor, Associate Professor or Professor] of Clinical [Department] in the Associated Faculty, Academic Clinician Track or Academic Clinician Part-time Track.

\* *If this action is for a change in track, provide the details and rationale here:*

*\*\*If promotion to Associate Professor is* ***early****, a statement describing the reasons for early submission is required*.

# **Vote**

The Department of [Department] Committee on Appointments and Promotions approved Dr. \_\_\_\_\_\_\_\_\_\_ promotion. The vote was: \_\_\_\_\_\_\_ approved \_\_\_\_ \_disapproved\*

\**Include comments describing the reasons for negative votes.*

## Background

*Summarize the candidate’s training, postdoctoral and clinical fellowships, academic career, including time as faculty at Penn*.

### Purpose of Position

*Summarize the objective and intention of candidate’s position.*

**Area of Concentration (*not required for Assistant Professor appointment*)**

*Describe the impact of the candidate’s chosen Area of Concentration (AOC), which may be clinical or non-clinical, such as education, quality and safety, community service, diversity, equity, inclusion, medical informatics, global health, participation in clinical trials etc. There should be evidence that the candidate has attained recognition for their AOC at least within their primary practice site (PPS) for appointment or promotion to Associate Professor and* ***beyond*** *their PPS to a regional or even national level depending on the field, for appointment or promotion to Professor.* Link to [sample metrics](https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/Metrics%20for%20Area%20of%20Concentration.pdf)

**Clinical Activities**

*Describe the candidate’s specific patient-related activities and clinical role in the department. For appointment or promotion to Associate Professor or Professor, highlight innovations, achievements and recognition in candidate’s clinical expertise (such as service on committees and leadership roles locally and in professional organizations; participation in clinical trials; invitations to write chapters, guidelines or clinical pathways, give talks etc.)*. Link to [sample metrics](https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/Metrics%20for%20Clinical%20Excellence.pdf)

***REQUIRED Attestation of clinical competence:***

## Dr.\_\_\_\_\_\_\_\_\_\_\_\_ has no founded concerns related to clinical skills. (not required for external appointment candidates)

## Teaching and Mentoring

*Summarize the candidate’s teaching activities. For appointment and promotion to Associate or full Professor, describe the candidate’s reputation as a teacher including their level of engagement in the relevant teaching domains (Lectures/Facilitated Learning Activities, Clinical teaching, Supervised Scholarship, Longitudinal Mentorship, Educational Service and Leadership).* Link to [sample metrics](https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/Metrics%20for%20Teaching%20Excellence.pdf)

*If applicable, address any issues related to the quality and/or quantity of teaching contributions and reference any remediation plan.*

***REQUIRED Attestation of teaching credit:***

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_ will have the opportunity and will provide the required 100 teaching credits per year as defined in the [PSOM definition of teaching](https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/PSOM%20Teaching%20and%20Education%20Definition.pdf).

## Scholarly activity

## *Research is not required nor expected on the AC track. Participation in research is limited and must comply with PSOM policies*. Link to [AC research definition](https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/Research%20Definition%20for%20AC%20Track.pdf)

*If participation in scholarly activity is an important component of achieving impact and recognition in their AOC, describe here.*

**Professionalism and citizenship (not required for external appointment candidates):**

*Citizenship and sustained professionalism are considered as part of the promotions process. Citizenship includes service relevant to faculty member’s academic activities and to the missions of the school and University as well as the community at large.*

***REQUIRED Attestation of Professionalism:***

Dr. \_\_\_\_\_\_\_\_\_\_\_ has no founded concerns related to Professionalism.

*Link to* [***Professionalism Expectations***](https://www.med.upenn.edu/fapd/docurepo/assets/user-content/Professionalism%20Expectations%20for%20Chair%20Attestation.pdf)

**Mitigating circumstances (when applicable)**

*Please describe any significant events (pandemic, personal or family issues etc.) that might have impacted the candidate’s trajectory or impact.*

## Conclusions

*Describe the unique attributes of this candidate relative to their peer group and overall impact to their local practice, the Penn community and beyond (as applicable).*

In view of the above considerations, I recommend the [appointment or promotion] of Dr. \_\_\_\_\_\_\_\_\_\_\_\_ to [title of position].

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name, Degree Date

 Chair of Department of [Department]