University of Pennsylvania – Perelman School of Medicine

Chair’s Recommendation Letter for Appointment and Promotion

Adjunct, Visiting, and Wistar Track

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

I would like to propose Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for [appointment\* or promotion] to [Assistant Professor or Associate Professor or Professor] of [Department] in the Associated Faculty, [Adjunct Track or Visiting Track or Wistar Track].

# **Vote**

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

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

## Background

*Briefly, summarize the candidate’s training, postdoctoral and clinical fellowships, academic career, including time as faculty at Penn (when applicable). Identify current position/primary employer.*

### Purpose of Position

*Summarize the objective and intention of proposed position for candidate and how it will enhance the reputation of the School and University.*

**Professional Services (as applicable)**

*Describe any role the candidate will have in the provision of professional services such as a serving on committees or in a leadership role, etc.*

## Education Related Activities (as applicable)

*Summarize the candidate’s education related activities including participation in courses, professional development programs, CME, seminars, tutorials, grand rounds, to trainees and peers; providing clinical supervision to a trainee; supervision of trainee clinical research; development of educational products; involvement in local mentoring programs, particularly outreach programs. Provide details on the level of engagement in all education related activities.*

## Research (as applicable)

*Describe any role the candidate will have in any research program i.e. for grant continuation, mentorship of trainees, etc.*

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

*Sustained professionalism is an important part of the promotions process.*

***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)

## Conclusions

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

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Name, Degree Date

Chair of Department of [Department]