University of Pennsylvania – Perelman School of Medicine

Chair’s Recommendation Letter for Appointment and Promotion

Tenure, CE, and Research tracks

*(Should not be more than 3 pages)*

**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 [Standing Faculty or Standing Faculty--Clinician Educator or Associated Faculty, Research Track].

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

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

See[**COAP Guidelines**](https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/pl00030.pdf)to ensure alignment with track and rank expectations.

# **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 any negative votes at DCOAP.*

## Background

*Briefly, 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 proposed position for candidate.*

## Research

*Review the candidate’s research career including their current focus, highlighting specific areas of expertise, specific research papers, and when applicable identifiable contributions to team science.*

**For promotion or appointment to senior rank** - *Explain candidate's impact on the field and upward trajectory of achievements over time. Describe impact as it relates to the successful translation of new knowledge into new approaches, techniques, devices, or programs. In describing the impact of their work, note specific peer reviewed papers, grant funding, academic awards, identifiable contributions to team science, patents and commercialization aligned with the primary research program, external talks, participation in study sections or editorial leadership roles etc.*

**For appointment to Assistant professor***, describe the candidate’s potential to achieve what is necessary for promotion to the Associate level. Describes the candidate’s preparation to meet these expectations and a brief statement of resources that will be provided in the first 3 years of Assistant rank appointment.*

## Teaching and mentoring

*Summarize the candidate’s engagement in teaching including direct teaching activities, innovations in education, development of educational products, leadership roles, mentoring, teaching evaluations, awards etc.*

*Summarize the candidate’s mentoring activities, providing details of the academic productivity of the mentees specifically grants, publications, abstracts, awards, national presentations etc.*

*[For Research Faculty, teaching activities will be limited and must comply with University policies – see Handbook for Faculty and Academic Administrators, II.B.3]*

**Clinical activities**

*Describe the candidate’s patient-related activities and clinical role in the department. Provide comments demonstrating the impact of the candidate’s clinical work including contribution to the development of innovative approaches to diagnosis, treatment or prevention of disease, patient referrals, clinical awards, roles in national clinical societies, programmatic leadership etc.*

**Distinguishing contributions**

*Include significant and distinguishing local, national, or international contributions that have had a direct effect on science, medicine, healthcare, patient care or a community. Substantive contributions in inclusion, diversity, equity, community-based health or wellbeing programs should be noted as well as departmental, school, and university leadership roles.*

**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. Describe relevant activities here.*

***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 career trajectory or academic achievement during their probationary period.*

## Conclusions

*Include the unique attributes of this candidate relative to his/her peer group.*

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]