University of Pennsylvania – Perelman School of Medicine

Chair’s Recommendation Letter for Appointment and Promotion

Clinical 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, Clinical Track.

*\*\*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. \_\_\_\_\_\_\_\_\_\_ [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.*

### 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.* ***Link to*** [***Clinical Track Guidelines***](https://www.med.upenn.edu/fapd/docurepo/assets/user-content/Clinical%20Track%20Guidelines.pdf)

**Professional Services**

*Describe the candidate’s professional services, which may include patient-related activities, leadership roles in the department, hospital or health system, clinical research/trial participation etc. If being considered for promotion, please discuss the candidate’s impact on patient care, clinical trials/research, leadership roles, etc.*

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

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

## Education Related Activities

*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 trainees; 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.*

**REQUIRED Attestation of teaching credits:**

Dr. \_\_\_\_\_\_\_\_\_\_\_ will have the opportunity and will provide the required 50 teaching credits per year as defined in the PSOM definition of teaching.

**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]