University of Pennsylvania – Perelman School of Medicine

Chair’s Recommendation Letter for Reappointment

Tenure, CE, and Research Tracks

*(Instructions: For reappointment only. Use the most recent Chair’s Recommendation Letter for Appointment or Reappointment and provide updates only. The initial information should remain.)*

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

I would like to propose Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for reappointment\* 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 recommendation is for less than the standard term (3 years at Assistant, 5 years at Associate and full Professor), include a brief statement describing reasons*.

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 *(For current reappointment only)***

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

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

## Background

## *(Information from appointment or previous reappointment should remain.)*

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

**Update:**

### Purpose of Position

### *(Information from appointment or previous reappointment should remain.)*

**Update:**

*Provide any updates to the objective and intention of position.*

## Research

***(Information from appointment or previous reappointment should remain*.)**

**Update:**

*Provide updates regarding the candidate’s research career including current focus, impact on their field and upward trajectory of achievements. 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. Consider that the main criteria for promotion in the standing faculty or research tracks is* ***evidence of continuous scholarly productivity*** *and the* ***impact*** *of a candidate’s body of work on science, medicine, healthcare, and/or our community.*

## Teaching and mentoring

***(Information from appointment or previous reappointment should remain.)***

**Update*:***

*Provide a statement if teaching responsibilities have changed and about the candidate’s abilities as a teacher since appointment or last reappointment. Address any issues related to the quality and/or quantity of teaching contributions. When applicable, provide updated information on the candidate’s mentoring activities, providing details of the extent of the activities and productivity of his/her mentees specifically grants, publications, abstracts, awards and presentations at national meetings as well as the effectiveness and impact on his/her mentees. Reference any active remediation plan.*

[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**

***(Information from appointment or previous reappointment should remain.)***

**Update:**

*Provide updates regarding the candidate’s patient-related activities and clinical role since last review. 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

## *(Information from appointment or previous reappointment should remain.)*

**Update:**

*Provide updates regarding* *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 (*section added July 2021)***

*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 trajectory academic achievement during their probationary period.*

## Conclusions

*Assess candidate’s overall impact and career trajectory relative to their peer group.*

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

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

 Name, Degree Date

 Chair of Department of [Department]