

## Template for Chair's Letter to the Dean's Office Proposing Reappointment as Assistant Professor

Dear Dr. Baumhauer,

I am writing to propose the reappointment of [faculty member's name] as Assistant Professor of [Department] based on [her/his] excellence in the anticipated components of Research, Clinical, and Teaching, for a term of [two or three] years.

[summary of faculty member's background and training, and current roles in the Department, URM, regionally/nationally if appropriate]

[separate paragraphs describing excellence in each anticipated activity component — recognizing that, at the time of reappointment as Assistant Professor, their accomplishments in each area are typically still emerging and do not yet fully meet the criteria for promotion in rank — using language as follows]

*Research:* [summarize evidence for “intellectually independent research in an identifiable area of scientific expertise,” as evidenced by [specific points from Regulations of the Faculty Appendix 1c]]. *If the faculty member's contributions are largely as part of a team* (and thus largely as middle author or roles on grants other than PI), comment explicitly on the evidence (from referee letters, disciplinary background, etc.) that the faculty member is the intellectual steward of a defined portion of the work.

*Clinical:* [summarize evidence for “specialized professional services of the highest quality in patient care or other aspects of URM missions” as evidenced by [specific points from Regulations of the Faculty Appendix 1c]] It is most helpful to provide descriptions of the nature of the faculty member's expertise and professional services, including a general sense of how much time/effort they spend on their clinical practice. As applicable, it also is helpful to provide metrics or other relatively objective evidence regarding the quality, innovation, or impact of the faculty member's clinical activities.

*Teaching:* [summarize evidence for “excellence in teaching contributions,” broadly defined, as evidenced by [specific points from Regulations of the Faculty Appendix 1c]] It is helpful to provide descriptions of the faculty member's primary educational responsibilities, including a general sense of how much time/effort they spend on these. As applicable, it also is helpful to provide metrics or other relatively objective evidence regarding the quality, innovation, influence, or impact of the faculty member's educational activities.

*Service, Leadership, & National Recognition:* [summarize evidence for the faculty member “using her/his expertise and skills in any of the above components to the benefit of their department, the SMD, the University, and/or their field or discipline,” which may include leadership at local, regional, national, or international levels depending on career path, as evidenced by [specific points from Regulations of the Faculty Appendix 1c]]

*[Please note that the faculty member's professional efforts working with the community, or fostering diversity, equity, or inclusion, should be described as applicable to their activity components and/or as part of their service or leadership to the institution or field]*

*[Also please note that quotations from referee letters either should not be used, or should be used in de-identified form, because the faculty member will receive a copy of this letter after it is finalized.]*

[Close with summary paragraph, restating the proposed reappointment, anticipated components, and term]

[chair signature]

I concur with the above reappointment based on excellence in the anticipated components of Research, Clinical, and Teaching, effective *[effective date]* through *[end date]*

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David C. Linehan, MD  
CEO, University of Rochester Medical Center  
Dean, School of Medicine & Dentistry  
Senior Vice President for Health Sciences

**Alternate language for faculty with expiring work authorization:**

I concur with the above reappointment based on excellence in the anticipated components of Research, Clinical, and Teaching, effective *[effective date]* through *[work authorization end date]*. Upon renewal of work authorization, this appointment will be extended to the full complement of the reappointment period.