

01/14/2019

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

Dear Dr. Lyness,

I am writing to propose the reappointment of [faculty member's name] as Assistant Professor of [Department] based on [her/his] anticipated excellence in the components of [at least one of R, S, IS, C,] 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 Ic]]. *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.

*Scholarship:* [summarize evidence for (non-Research) scholarship “demonstrating a developed, in-depth approach of the highest quality to an area of focused interest,” as evidenced by [specific points from Regulations of the Faculty Appendix Ic]].

*Institutional Scholarship:* [summarize evidence for “distinctive institution-wide scientific or scholarly contributions that have a significant impact on the core missions of the SMD,” as evidenced by [specific points from Regulations of the Faculty Appendix Ic]].

*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 Ic]]

*Contributions to Academic Missions* (for faculty whose sole component is Clinical along with Teaching): [summarize evidence for “active support of URM academic missions,” as evidenced by [specific points from Regulations of the Faculty Appendix Ic]]

*Teaching:* [summarize evidence for “excellence in teaching contributions,” broadly defined, as evidenced by [specific points from Regulations of the Faculty Appendix Ic]]

*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 Ic]]

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

[chair signature]

I concur with the above reappointment in the anticipated components of [select appropriate components: *Research, Scholarship, Institutional Scholarship, Clinical*] and Teaching, effective \_\_ through\_\_\_\_\_.

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Mark B. Taubman, MD  
Dean, School of Medicine & Dentistry University  
CEO, University of Rochester Medical Center  
Vice President for Health Sciences

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

I concur with the above reappointment in the anticipated components of (select appropriate components: Research, Scholarship, Institutional Scholarship, Clinical) and Teaching, effective \_\_\_ through\_\_\_\_\_. Upon renewal of work authorization, this appointment will be extended to the full complement of the reappointment period.