

## Template for Chair's Letter to the Dean's Office Proposing Promotion

I am writing to propose the promotion of [faculty member's name] to [proposed rank] based on [her/his] excellence in the components of [at least one of R, S, IS, C, plus T], [for a term of X years / with unlimited tenure].

*[summary of faculty member's background and training, and current major roles in the Department, UPMC, regionally/nationally]*

*[separate paragraphs describing excellence in each component proposed for consideration, using language as follows]*

**Research:** *[summarize evidence for "intellectually independent research in an identifiable area of scientific expertise," as evidenced by [specific points from Appendiceal bulleted list]].* 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. If *tenure* is proposed based on Research, summarize evidence "supporting the future likelihood of ongoing success as an intellectually independent researcher with continued funding as a principal or collaborative investigator, with a strong track record of successful grant applications, contracts, or other research support, especially through competitive peer-reviewed processes." Relevant brief quotations from referee letters may be used, although please use these sparingly to support your narrative.

**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 Appendiceal bulleted list]].* If *tenure* is proposed based on Scholarship, summarize evidence of the faculty member's "ongoing preeminence in the field, with both a sustained record of scholarly products... consistent with preeminence in the field, typically beyond that required for promotion in rank to Professor, and a sustained level of impact on the field, reflected in scope or depth of impact and a superior level of originality, innovation, and/or influence." Relevant brief quotations from referee letters may be used, although please use these sparingly to support your narrative.

**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 Appendiceal bulleted list]].* If *tenure* is proposed based on Institutional Scholarship, summarize evidence "supporting the faculty member's eminence in institutional scholarship... (with) a sustained track record of particularly innovative or essential contributions across multiple areas of the institution... (and) a sustained level of impact on the institution and field." Relevant brief quotations from referee letters may be used, although please use these sparingly to support your narrative.

**Clinical:** *[summarize evidence for "specialized professional services of the highest quality in patient care or other aspects of UPMC missions" as evidenced by [specific points from Appendiceal bulleted list]].* 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. Relevant brief quotations from referee letters may be used, although please use these sparingly to support your narrative. 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.

**Contributions to Academic Missions** (for faculty whose sole component is Clinical along with Teaching): *[summarize evidence for "active support of UPMC academic missions," as evidenced by [specific points from Appendiceal bulleted list]]*

**Teaching:** *[summarize evidence for "excellence in teaching contributions," broadly defined, as evidenced by [specific points from Appendiceal bulleted list]].* 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. Relevant brief quotations from referee letters or the peer teaching assessment may be used, although please use these sparingly to support your narrative. 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 and level of seniority, as evidenced by [specific points from Appendiceal bulleted list]*

*[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]*

*In summary... [re-state what rank and activity components are being proposed and re-affirm that the evidence supports your recommendation for this promotion]*