

VTC School of Medicine, Office of Faculty Affairs
Writing Letters in Support of Promotion
Updated 2-1-19

1. General Guidelines for all letters of support:
 - a. Letters from the department chair and the chair of the departmental APRT Committee do not count toward the total of number required. Members of APRT Committee cannot furnish support letters.
 - b. All letters must be written by persons at or above the rank to which the candidate seeks promotion.
 - c. Candidate for promotion must furnish up to 3 names for consideration to the departmental APRT Committee; for tracks/ranks that allow letters from local persons, must include at least one local person who would be able to comment from personal knowledge on the candidate's teaching, clinical and service abilities.
 - d. The departmental APRT Committee selects names of those who write letters; at least one, but no more than two, letter (s) may be written by people whose names are furnished by the candidate. The APRT Committee letter must state from whom the letters were sought including their institution; and how many of the letters ultimately received were from people suggested by the candidate.
 - e. All letters must address whether the candidate would meet requirements for promotion at VTCSOM; optionally, they can also state whether candidate would meet requirements for the same desired rank/track at the institution of the letter writer, but this does NOT substitute for addressing whether promotion requirements at VTCSOM have been met.
 - f. A template cover letter, which will guide the person writing a letter of support, is provided. All letter writers should address as many of the following items as possible related to the candidate:
 - i. Teaching and related skills
 - ii. Extent of scholarly activity/productivity
 - iii. Relevance/quality of scholarly activity
 - iv. Leadership abilities/qualities
 - v. Service contributions
 - vi. Reputation at local, regional and/or national levels
 - vii. Character and other miscellaneous attributes
 - viii. For clinicians seeking promotion, must comment on clinical abilities and how they relate to the education of learners
2. Number of Letters Required:
 - a. Regular faculty, tenure to title track:
 - i. For promotion from Assistant to Associate: 3 letters, all from outside
 - ii. For promotion from Associate to Professor: 4 letters, all from outside
 - b. Regular faculty, non-tenure track:
 - i. For promotion from Assistant to Associate: 2 letters, 1 from outside
 - ii. For promotion from Associate to Professor: 3 letters, 1 from outside
 - c. Regular faculty, secondary appointment track:
 - i. For all promotions: minimum of one letter, two letters strongly preferred, must be written by VTCSOM faculty and/or administrators who can comment on candidate's involvement in teaching and related activities.
 - d. Instructional faculty, adjunct appointment track:
 - i. For all promotions: minimum of one letter, two letters strongly preferred, must be written by VTCSOM faculty and/or administrators who can comment on candidate's involvement in teaching and related activities.

- e. Instructional faculty, instructional appointment track: not eligible for promotion; if instructor obtains a doctoral level degree and desires a higher rank, a new faculty appointment is required.
3. Special Circumstances:
- a. Promotion of a department chair: same requirements based on track and rank; college level APT Committee serves role of departmental committee; letter from Carilion Clinic Chief Medical Officer is required in lieu of the typical chair's letter, but does not count toward total number required; contact Faculty Affairs for further guidance.
 - b. Promotion of faculty member with co-appointment in a second department: same requirements based on track and rank; typically promoted initially in primary department, with co-appointment subsequently considered for promotion; contact Faculty Affairs for further guidance.