SAMPLE DEPARTMENT CHAIR LETTER RECOMMENDING PROMOTION

DATE

DEAN NAME

# Dean, Virginia Tech Carilion School of Medicine

2 Riverside Circle

Roanoke, VA 24016

Re: Promotion of CANDIDATE NAME

Dear Dean NAME:

I would like to support the recommendation of the Department of NAME APRT Committee, which recommends promotion of Dr. FACULTY NAME to the rank of \_\_\_\_\_\_\_\_\_, TRACK (I.E., NON-TENURE or WITH TENURE TO TITLE) in the Department of NAME. Dr. FACULTY NAME joined our department in MONTH of YEAR at the initial rank of \_\_\_\_\_\_\_\_\_\_\_, STATE TRACK. S/he has demonstrated involvement in all four of the domains of faculty activity as required by the faculty bylaws. Specifically, I am supporting the promotion at this time based upon Dr. NAME’s significant progress in the areas of LIST WHICH OF THE FOUR AREAS OF FACULTY ACTIVITY FORM THE BASIS OF THE RECOMMENDED PROMOTION.

Within the clinical domain AS EVIDENCED BY

Within the teaching domain AS EVIDENCED BY

Within the service domain AS EVIDENCED BY

Within the scholarly activity domain AS EVIDENCED BY

This candidate’s distribution of effort during the time period covered by the proposed promotion was as follows: XX% clinical, XX% research; XX% teaching; XX% service

ADDRESS THE STATEMENT BELOW:

“Besides consideration of specific professional criteria, evaluation for promotion or tenure should consider the candidate’s integrity, professional conduct and ethics. To the extent that such considerations are significant factors in reaching a negative recommendation, they should be documented as part of the formal review process” (from Virginia Tech faculty handbook, section 3.4.4).

Suggested wording: “My review of this candidate’s promotion portfolio and my personal knowledge of this candidate indicate that s/he has no issues pertaining to integrity, professional conduct or ethics.”

PROVIDE ADDITIONAL INFORMATION

Given all of these accomplishments, I believe that Dr. FACULTY NAME meets the requirements for appointment to the rank of [enter Assistant Professor, Associate Professor or Professor], [enter either with tenure or non-tenure] in the Department of NAME at the Virginia Tech Carilion School of Medicine. S/he has achieved sustained excellence and enhanced national recognition, and has demonstrated great potential for sustained contributions in his field of expertise. I give Dr. NAME my highest support for promotion. If I can provide any further information, please feel free to contact me.

Sincerely,

CHAIR NAME, MD

Chair, Department of NAME