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.

Dr. FACULTY NAME 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. FACULTY NAME’s (EITHER significant progress [promotion to associate rank] OR excellence [promotion to professor rank]) 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

The letter must provide an evaluation of the academic performance and effectiveness of the candidate in each of the four areas of responsibility listed above.

The department chair’s letter must also provide a description of the candidate’s important accomplishments and an interpretation of those contributions, including (if applicable) their contributions to 1) interdisciplinary work and 2) an inclusive campus and collegial workplace.

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. This distribution of effort is consistent with departmental and college expectations for a faculty member in this track, as specified in our school guidelines.

Summary of Reviewers’ Recommendations:

The department chair’s letter must also include a summary of the comments and recommendations from outside reviewers, particularly if an explanation or refutation is warranted. The letter should also explain why each reviewer is well placed to write a review letter. If a reviewer has co-authored with the candidate, provide an explanation of how the reviewer is sufficiently removed from the candidate and how the reviewer can provide an independent and unbiased review.

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 ongoing contributions in her/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