May 29, 2018

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| Recipient’s Full Name, Credentials |
| Organization |
| Title |
| Address |

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| RE: Promotion of Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_ to Associate Professor with Tenure. |

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| Dear \_\_\_\_\_\_\_\_\_\_\_\_\_ (Dean): |

## Introduction

Click here to enter your text.

*{In this section of the department chair’s letter your chair should describe the details of your request by laying out the intent for your request. For example, have your chair state the rank you are requesting whether you will be requesting tenure and if applicable if you’ll be requesting a promotion in your secondary department.*

*e.g. I am pleased to offer my strongest support for the promotion of Dr. \_ to the rank of Associate Professor of Internal Medicine with/without tenure at this time. Dr. \_ has performed exceptionally well as an Assistant Professor in Internal Medicine for four years.}*

## Background

Click here to enter your text.

{*In this paragraph have your department chair describe your background and contributions to UAMS by highlighting your:*

1. *Educational experience*
2. *Current position*
3. *A few of your most previous prestigious positions*
4. *Academic appointments*
5. *Certification & Licensures*
6. *Professional Memberships*
7. *Most prevalent publication (if applicable)*

*The goal of this section is briefly summarize the bulk of your work. It gives your reviewer an overview of who you are and what you bring to UAMS as a physician or researcher.*

e.g. - As you know he graduated from your residency institution and went on to complete his fellowship at Cincinnati Children’s Hospital as well. He then trained at UAMS and has been sensational sense. He now holds an endowed chair. He is the Vice-Chief as well as the Director of the Aero-digestive and Vascular Anomalies Center and is editing several books.*}*

## Teaching/Mentoring

Click here to enter your text.

*{In this section of your letter be sure to have your department chair include the following (if applicable):*

1. *Effective documentation of your education*
2. *Supervision relationships with trainees (e.g. students, residents, fellows, other health care professionals)*
3. *Effective mentoring of colleagues and trainees*
4. *Developments/Presentations of effective CME programs (or other programs)*
5. *Clerkship Director Experience*
6. *Program Director for Residency/Fellowship Experience*
7. *Design, coordination, and evaluation of courses or lectures*
8. *Development of new and innovative (or improved) teaching methods*
9. *Presentations to the community and non-health care professionals*

*(e.g. Invited Lectureships, Media Interviews, or to volunteer organizations)*

1. *Teaching/Mentoring Awards*

*Be sure to highlight consistencies in your teaching evaluations both in the classroom and clinics. Also don’t be afraid to include evaluation feedback in this section if it supports the excellence in your teaching as well as the effect it has had on your students, residents, or fellows.*

*\*Demonstrate excellence especially if you’re on the Clinical Educator pathway\**

Ex.

In the teaching realm, Dr. \_\_\_\_\_\_\_\_\_ has been the fellowship director of pediatric otolaryngology at the Arkansas Children’s Hospital since 2009, and has served as the vice chief of the division of pediatric otolaryngology since 2012. His mentees list includes a wide array of medical students, otolaryngology residents, pediatric otolaryngology fellows, undergraduate and graduate students, as well as postdoctoral candidates relative to his research collaborations.}

## Research/Scholarly Activities

Click here to enter your text.

{In this section of your letter (if applicable), highlight some of your research/scholarly activities:

1. *Published Manuscripts*
2. *Publications (independent research, clinical observations, & scholarly papers)*
3. *Grants and Contracts obtained for research/educational initiatives*
4. *Presentation of research findings at professional conferences & meetings*
5. *Production of courseware or educational software*
6. *Development of new curriculum*
7. *Development of clinical practice guidelines, standards of patient care, and/or health care policy.*
8. *Dissemination of scholarly work to the bedside*
9. *Research/scholarly merits acknowledged regionally, nationally, and/or internationally.*

*Be sure to highlight research and scholarly activities that provide excellent support and align with the research mission of UAMS and your department.*

*\*Demonstrate excellence especially if you’re on any of the Scientist pathways (Basic or Clinical Scientist)\**

Dr. \_\_\_\_\_\_\_\_\_\_ has been invited to participate on pediatric vascular malformation update panels at recent meetings of both the American Academy of Otolaryngology – Head and Neck Surgery and the American Society of Pediatric otolaryngology. He has presented his research work at international meetings in China in 2012 and in Australia in 2013.}

## Clinical Service

Click here to enter your text.

{In this section of your letter (if applicable), highlight the effectiveness of your performance in clinical service. Use the following metrics to provide evidence of your exemplary skills in providing patient care:

1. *Clinical Care excellence based on clinical care outcomes (compared and contrasted with your peers)*
2. *Development of a regional or national reputation*
3. *Peer assessment*
4. *Patient satisfaction scores*
5. *Referring physician satisfaction*
6. *Outcome assessments*
7. *Productivity and efficiency*
8. *Compliance with preventive care guidelines*
9. *Program growth*
10. *Development of evidenced-based clinical practice guidelines*
11. *Development of quality improvement projects or programs*

Be sure to very briefly highlight consistency and performance metrics that highlight your bedside efficiency. Also include your clinical FTE percentage.

Dr. \_\_\_\_\_\_\_\_\_\_\_ has been the Director of the Aerodigestive Clinic at the Arkansas Children’s Hospital since 2011. He co-directed the Midwest Airway Conference held in Little Rock 2012. He has published numerous articles and chapters focusing on upper aerodigestive tract issues and the treatment thereof. He is also the co-principal investigator on an in vitro model of distraction chodrogensis.}

## Leadership/Administrative Service

Click here to enter your text.

{In this section of your letter (if applicable), highlight your leadership responsibilities. Be sure your department chair describes your contributions in leading your department and UAMS on a local, state, national, and/or international level. Also, include your administrative FTE percentage. Be sure to include any of the following to highlight you leadership excellence:

1. *Committee Participation within your department, school, the university, as well as affiliated institutions*
2. *Leadership roles on each committee*
3. *Service on editorial boards of professional publications*
4. *Service to the community through education, consultation, or other leadership roles*
5. *Advocacy for patient groups or health care policies*

*Here are a few examples of educational leadership and administrative roles: Residency/Fellowship Director, Continuing Education Course Director, Graduate School Course Director, medical Student Course/Clerkship Director, etc.}*

## Conclusion

Click here to enter your text.

*In this section of your support letter, allow your department chair to summarize the details of your request. Feel free to highlight your dedication to UAMS, contributions to the department, and plans for the future.*

Sincerely,

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| Dept. Chair’s Full Name, Credentials |
| Title |
| Department; Division |
| Institution |
| Email |