

**KUMC School of Medicine  
Department Chair Letter of Recommendation  
for Faculty Promotion/Tenure Applicants**

***Instructions***

- It is a requirement for the department chair to provide a letter indicating a thorough and independent assessment of each promotion/tenure applicant who has a primary appointment in the department. The letter should thoroughly outline and include information that verifies content on the applicant CV. A candid summary of the applicant's achievements and contributions in teaching, service and research/scholarship should also be provided and any continued faculty development should be noted. Clarification and explanations of the significance of activities should be clear for reviewers that may be from other professional backgrounds.
  - If the applicant has a secondary appointment and/or significant responsibilities in a Center, the chair of the primary department should request a letter from the chair of the secondary department (or center director) for his/her assessment of the applicant.
  - Discussion of more than one applicant in a single letter is not acceptable.
  - If the department chair does not recommend the applicant for promotion and/or the award of tenure, the reasons must be articulated in the letter.
  - The applicant may choose to self-nominate if the department chair does not offer recommendation for promotion and/or tenure.
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***Recommended letter format***

**Overview**

Stress the applicant role in the department, Medical School, University, and clinical/scientific community, and describe the process of professional growth while a member of the department.

**Teaching**

Stress the outcomes and impact of teaching activities documented in the CV, contributions to managing and conducting educational programs, mentoring of students and colleagues, and other activities. Peer evaluations of teaching and assessments of how the applicant's scores compare to other educators in the department and the discipline are particularly appropriate. This includes contributions at local or national levels to development of educational programs or examinations. The chair should state an assessment of the applicant's level of achievement in teaching in terms of the descriptors in the domain expectations (early, mid, or established career level).

**Clinical Service (Patient Care) and Other Service**

Address the significance of contributions to the department, Medical School, University, community, and specialty/discipline. The chair may provide or draw attention to outcome measures that more fully explain the information provided in the CV, including how professional service activities enhance the work of colleagues or provide the basis for educational or scholarly work. The significance of professional service such as Institutional Review Board (IRB) membership, study sections or review panels should be explained. In academic service, the significance of the work to the department, Medical School, or University should be clarified. The chair should compare the applicant to appropriate colleagues and state an assessment in terms of the descriptors in the domain expectations.

**Research/Scholarship**

Assess the activity and emphasize on the significance to the specialty or scientific discipline of the work documented in the CV. The chair can be particularly helpful in verifying the status of journals and conferences or if the work was subjected to stringent peer-review.

**Summary**

Supply the rationale and evidence supporting the requested promotion. This summary should include the chair's assessment of the applicant's level of achievement (early, mid, or established career level) for each relevant domain (teaching, service, research/scholarship) to clarify the basis for the academic promotion or award of tenure.