

Month day, 20__

Name

Chair, Appointment, Promotion and Tenure Committee
School of Medicine and Health Sciences
The George Washington University
Ross Hall, Room 719
Washington, DC 20037

RE: Appointment/Promotion/Tenure of candidate name to the Rank of _____ of department name, [tenure or non-tenure].

Dear Dr. name of SMHS APT Committee chair:

It is a pleasure to recommend the appointment/promotion/tenure of candidate name to the rank of _____, [tenure or non-tenure track], in the Department of _____. After deliberation and evaluation of the accomplishments and contributions of candidate name the Appointment, Promotion and Tenure Committee of the Department of _____ of the George Washington University School of Medicine and Health Sciences voted x- y-z [For-Against-Abstained] in favor of this promotion. The proposed effective date is July 1, 20__.

Education Background

Candidate name received his/her _____ degree from university/school name in city, state/country in year. [Repeat for other graduate degrees, research fellowships, internships, residencies and fellowships, as applicable.]

In year, candidate name accepted a position as title/rank at the institution name in City, State/Country. [Repeat for other positions, as applicable.]

IF APPLICABLE:

Candidate name is board certified in clinical discipline name.
Candidate name currently holds active medical licenses in name of state or district.

Honors and Societies

Candidate name currently is a member of the names of professional organizations in which candidate has membership/leadership positions.

In year, candidate name received the name of award/honor from awarding organization in city, state/country. [Repeat for other awards and honors, as applicable.]

Service to Profession and Community

Candidate name serves on the *name of University/School/Hospital/other relevant community committees on which candidate serves.*

Identify and describe other activities demonstrating candidate's service to profession and community

Teaching

Identify and describe the teaching activities of the candidate. Include formal clinical and research teaching activities involving medical and health sciences students, residents and fellows.

Identify and describe the mentorship activities of the candidate. Include formal clinical and research mentoring of other faculty, fellows/residents in accredited programs as well as mentoring of high school, college, medical and health sciences students.

Scholarship

Identify and describe candidate's research and scholarship activities. Quantify candidate's productivity as an investigator, e.g., number of NIH-funded studies, number of studies as Principal Investigator, number of peer-reviewed publications as first or senior author in high impact journals.

Identify and describe other indicators demonstrating candidate's commitment to research and scholarship, his/her reputation for excellence among peers nationally and internationally and his/her high-level of academic productivity.

Letters of Support

Summarize the letters of support for this candidate received from independent reviewers and professional colleagues, as appropriate.

Include selected excerpts from 3-5 letters, as appropriate. EXAMPLES:

Ari Stotle, M.D., Ph.D., Associate Professor of Cryptology, the University School of Forensic Medicine: "... I believe Dr. S. Holmes has made significant contributions to our understanding of the nexus of criminology and disease. I strongly recommend him for promotion to Executive Professor."

Ima Lost M.D., Professor of Nanoparticles, University of the Liliputians, "Dr. No's dedication and achievement in service, teaching and scholarship are notable, particularly in light of his sub-microscopic perspective ."

List other letters of support, i.e. "Letters of support were also received from Marcus Welby, M.D., Professor of Community Medicine at Sanka University College of Medicine; from Hans Solo, M.D., Ph.D., Associate Professor of Medicine in The Harrison University School of Medicine; and from Dorothy Gale, M.D., Professor of Psychiatry at Kansas University Oz School of Medicine.

In summary, candidate name has demonstrated _____ BRIEFLY discuss why candidate is deserving of promotion to merit appointment/promotion to proposed academic rank, tenure or non-tenure track, in the Department of _____ in the School of Medicine and Health Sciences.

Sincerely,

Name

Chair (or other title, e.g., Interim Chair, Acting Chair)

Department

SAMPLE