University of Pennsylvania – Perelman School of Medicine

Chair’s Recommendation Letter for Appointment and Promotion

AC track

*(Should not be more than 3 pages)*

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department** (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to propose Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for [appointment\* or promotion to [Assistant Professor, Associate Professor or Professor] of Clinical [Department] in the Associated Faculty, Academic Clinician Track or Academic Clinician Part-time Track.

\* *If this action is for a change in track, provide the details and rationale here:*

# **Vote**

The Department of [Department] Committee on Appointments and Promotions approved Dr. \_\_\_\_\_\_\_\_\_\_ promotion. The vote was: \_\_\_\_\_\_\_ approved \_\_\_\_ \_disapproved\*

\**Include comments describing the reasons for negative votes.*

# **BACKGROUND**

*Summarize the candidate’s training, postdoctoral and clinical fellowships, academic career, including time as faculty at Penn or elsewhere*.

# **PURPOSE OF POSITION**

*Summarize the objective and intention of proposed position. For appointment at Assistant rank address candidate’s likelihood of developing an AoC. For Promotion, briefly state reason for promotion in rank at this time.*

# **AREA OF CONCENTRATION (not required for Assistant rank appointment)**

*Identify and describe the impact the candidate is making in their primary, designated AoC. Use a minimum of 2 applicable* [*metrics*](https://www.med.upenn.edu/oaa/faculty-career-development/engagement-metrics-for-the-academic-clinician-track.html#AreaofConcentra1) *to demonstrate that the candidate’s level of recognition meets the requirements of the proposed faculty action:*

* *Appointment/Promotion to Associate Professor -* ***outside home division*** *for* ***engagement*** *in their AoC.*
* *Promotion to Professor –* ***external to (and across) Penn Med/CHOP*** *as a* ***leader*** *in their AoC.*
* *Appointment to Professor (external candidate) –* ***outside current home institution*** *as a* ***leader*** *in AoC.*

*Be sure to* ***clearly state your assessment of candidate’s scope of reputation****.*

*If candidate has an additional (secondary) area of concentration, it may be briefly described here.*

# **CLINICAL ACTIVITIES**

*Describe candidate’s clinical expertise**and specific patient-related activities/clinical role or role supporting patient care. For all appointments describe experience to date and proposed activities. For promotion and appointment to Associate or full Professor, highlight innovations, achievements, and recognition.* [*Link to metrics*](https://www.med.upenn.edu/oaa/faculty-career-development/engagement-metrics-for-the-academic-clinician-track.html#ClinicalService2)

***REQUIRED Attestation of clinical competence:***

Dr.\_\_\_\_\_\_\_\_\_\_\_\_ has no founded concerns related to clinical skills. (not required for external appointment candidates)

# **EDUCATION (for promotion\* see Education Portfolio)**

*For all appointments summarize candidate’s teaching experience to date and anticipated educational role in PSOM. For Associate or full Professor, describe the candidate’s anticipated engagement in the context of PSOM teaching domains (Teaching, Learner Assessment, Curriculum Development, Mentoring & Advising, Educational Leadership & Administration, Educational Scholarship).*

***REQUIRED Attestation of teaching credit:***

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_ will have the opportunity and will provide the required 100 teaching credits per year as defined in the [PSOM definition of teaching](https://www.med.upenn.edu/oaa/assets/user-content/documents/Teaching/Defining%20and%20Quantifying%20Teaching%20and%20Educational%20Effort.pdf).

***\*****If applicable at promotion, address any issues related to the quality and/or quantity of teaching contributions and reference any remediation plan.*

# **PROFESSIONALISM (not required for external appointment candidates):**

*Sustained professionalism is considered as part of the promotions process.*

***REQUIRED Attestation of Professionalism:***

Dr. \_\_\_\_\_\_\_\_\_\_\_ has no founded concerns related to Professionalism.

Link to [**Professionalism Expectations**](https://www.med.upenn.edu/oaa/assets/user-content/docurepo/Professionalism%20Statement.pdf)

# **MITIGATING CIRCUMSTANCES (optional)**

*Describe any significant events (pandemic, personal or family issues etc.) that might have impacted the candidate’s trajectory or impact.*

# **CONCLUSION**

*Describe the unique attributes of this candidate relative to their peer group and overall impact to their local practice, the Penn community and beyond (as applicable).*

In view of the above considerations, I recommend the [appointment or promotion] of Dr. \_\_\_\_\_\_\_\_\_\_\_\_ to [title of position].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Degree Date

Chair of Department of [Department]