



[Date]

To: Dean, Alan and Marlene Norton College of Medicine

From: [Department Chair Name], Chair, Department of [Department Name]

Subject: Recommendation for Promotion [and Tenure, if applicable] of [Candidate Name]

Dear Dean [Dean's Last Name],

I am writing to recommend [Candidate Name] for promotion to the rank of **[Proposed Rank, e.g., Associate Professor or Professor]** [and for continuing appointment (tenure), if applicable] within the Department of [Department Name].

This recommendation is made following a thorough review of Dr. [Candidate Last Name]'s academic portfolio and the recommendation from the Departmental Promotion and Tenure Committee. As required by the Norton College of Medicine's "Standards and Criteria for Appointment, Rank, Promotion, and Tenure Policy," this letter outlines my assessment and the key findings supporting this nomination.

Summary of Departmental P&T Committee Recommendation: The Departmental Promotion and Tenure Committee has reviewed Dr. [Candidate Last Name]'s dossier and recommends [Summarize the committee's recommendation]. *[Explain any concerns, deliberations, or reasons why any committee members were not in agreement with the recommendation, if applicable].*

Assessment of External Evaluator Letters: External evaluation letters are a critical component of the review process. I requested three letters of evaluation, as required by the policy. The external evaluators were selected using the following method: [Describe the method of selection]. [Describe the evaluators' relationships or potential conflicts of interest, if any, to the candidate or institution (degree of separation from the candidate or University, such as former faculty, co-workers, mentors, or collaborators)]. I certify the professional expertise and objectivity (no conflicts as above) of the evaluators. *[Note: Mentors (graduate, post-graduate, residency or fellowship supervisors) are not acceptable evaluators for the three official letters. This [form](#), to assess independent evaluator status of the external letter writer is highly recommended and should be included with the promotion documentation. Briefly summarize the overall sentiment of the external letters and how they support the candidate's impact and recognition at the appropriate level for the proposed rank].*

Fulfillment of Standards and Criteria: Dr. [Candidate Last Name] fulfills the criteria for proficiency in teaching and service as defined in Section IV.C.a. of the policy. *[Provide specific examples or documentation references from the dossier that demonstrate proficiency in Service and Teaching].*

Furthermore, Dr. [Candidate Last Name] demonstrates excellence in their chosen Area of Distinction: **[Candidate's Area of Distinction: Education, Research, or Healthcare Delivery ---CHOOSE ONE]**. *[Provide detailed comments substantiating the candidate's scholarly*

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products and leadership efforts within this Area of Distinction, referencing specific examples from the dossier that demonstrate advancement of knowledge, dissemination, and impact/recognition at the level required for the proposed rank (established reputation for Associate Professor, national/international for Professor)]. [If relevant, provide explanations regarding equivalency of training requirements and/or terminal degree requirement exceptions].

Recommendation Regarding Tenure (If Applicable): [If the candidate is being considered for tenure] I recommend [or do not recommend] Dr. [Candidate Last Name] for continuing appointment (tenure). *[Provide specific and detailed assessments of the candidate's scholarship that support this recommendation, noting how it meets the more selective criteria for tenure based on quality and significance, including documentation of peer-reviewed scholarship and pursuit of funding/resources]. [If immediate tenure is being requested, or if there is a request for early consideration for tenure, the rationale must be provided here].*

Collegiality: Dr. [Candidate Last Name]'s collegiality is assessed as [Describe the candidate's collegiality, including professionalism and personal engagement in advancing departmental and institutional goals and mission (citizenship)].

Efforts Related to DEIA Goals: *[Describe the candidate's efforts and personal engagement, where applicable, to meet Upstate's diversity and inclusion mission, such as via support of recruitment and retention efforts, review of educational materials for bias, promotion of interprofessional understanding and respect, or other equity, inclusion and belonging activities]. [Explain how these efforts may represent proficiency in service and/or service activities related to their Area of Distinction].*

Rationale for Exceptions (If Applicable): *[If applicable, provide comments regarding prior service, early promotion, or tenure, or other non-traditional or unexpected career trajectories, and the rationale for supporting these exceptions. If time in rank is accelerated, please indicate reasons for your support of this accelerated timeline].*

Conclusion: In conclusion, based on the rigorous review process and the documented accomplishments, I strongly recommend Dr. [Candidate Last Name] for promotion to the rank of **[Proposed Rank]** *[and for continuing appointment (tenure), if applicable]. Their contributions to scholarship, leadership, teaching, and service are [Describe how their contributions meet or exceed the expectations for the proposed rank].*

Thank you for considering this nomination.

Sincerely,

[Department Chair Name] Chair, Department of [Department Name]

This template includes the **required components** for the Department Chair's letter as specified in NCOM's policy. It should be customized with specific details about the candidate's accomplishments, contributions, and the departmental review process.