Lawrence Chin, MD

Dean, Norton College of Medicine

Robert B. and Molly G. King Endowed Professor and Chair of Neurosurgery

1256 Weiskotten Hall

766 Irving Avenue

Syracuse, NY 13210

Dear Dean Chin,

I am pleased to write this letter to nominate (faculty candidate name) for promotion to (rank) and (if applicable) appointment with tenure, with excellence in (clinical service, education, research, or administrative/community service).

Dr. XXX, fulfills the criteria of proficiency in all areas, as evidenced by (include details here). Their portfolio further demonstrates excellence in (choose ONE area) and this is clearly demonstrated by (summarize criteria here). [See Guides for promotion to [associate](https://www.upstate.edu/facultydev/pdf/promotiondoc/associate-professor-guide.pdf) or full [professor](https://www.upstate.edu/facultydev/pdf/promotiondoc/professor-guide.pdf) for summarized criteria for proficiency and excellence.]

External evaluator letter writers were selected because of their (national reputation or other reasons). Include and explain relationships, if any, to the candidate or institution. If any of the letter writers were former faculty, co-workers or collaborators, explain how the evaluators meet our requirements for letter writers. Outline the certification of the professional expertise and the objectivity (non-mentor relationship) of the evaluators. [Note: Mentors (graduate, post-graduate, residency or fellowship supervisors) are not acceptable evaluators for the three official letters.] This [form](https://www.upstate.edu/facultydev/pdf/promotiondoc/extramural-evaluator-relationship.pdf), to assess independent evaluator status of the external letter writer is recommended and should be included with the promotion documentation.

[If applying for tenure:] Dr. XXX’s scholarship includes one or more peer reviewed publications each year, as first or senior author. Dr. XXX’s grant funding as an independent investigator and leader of the (federally funded) collaborative project (name here) clearly meets expectations for scholarship. Include comments specifically demonstrating how the candidate measures up to the requirements of focused, self-sustaining scholarship.

Dr. XXX is a strong team member, demonstrating collegiality and professionalism. Dr. XXX’s efforts and personal engagement meet Upstate’s diversity and inclusion mission including (for example via support of diverse recruitment and retention efforts, review of educational materials for bias, promotion of interprofessional understanding and respect, or other diversity, equity, inclusion and belonging activities.)

The Departmental P&T Committee letter further outlines Dr. XXX’s accomplishments. All committee members unanimously supported promotion. Or, concerns regarding (name concerns here) were reviewed and determined to be remediated (not significant or other reason).

In conclusion I strongly recommend promotion (and/or tenure).

Sincerely,

Chair, Department of …..