

## WSU SOM PROMOTION PROGRAM GUIDELINES

### Critical Components of Chair's Supporting Letter

#### **Promotion letters for faculty being considered for Clinical (or Adjunct\*) Associate Professor**

The Department Chair's letter in support of a candidate's promotion needs to articulate how the candidate's contributions relate to the missions of the department and the School and the candidate's value to the department. A re-cap of the candidate's CV is not helpful – the reviewers will have the CV for that information. The chair's letter should provide additional information, not simply a narrative of the CV.

It is important to avoid trivial mistakes such as misspellings, incorrect dates, rank, incorrect gender of personal pronoun. The term "Clinical" should appear before current rank and proposed rank.

#### **Suggested content:**

**Paragraph 1:** Brief summary of academic and training history, years in rank and requested rank for promotion (refer to current factors and guidelines)

[http://facaffairs.med.wayne.edu/pdfs/voluntary\\_factors\\_and\\_guidelines\\_final\\_9-25-2014.pdf](http://facaffairs.med.wayne.edu/pdfs/voluntary_factors_and_guidelines_final_9-25-2014.pdf)

**Paragraph 2:** Teaching assessment: Good/better/best teacher, carries heavy teaching load, superb evaluations, won teaching award, coordinates program, duration of teaching, etc. Please be as detailed as possible.

**Paragraph 3:** Scholarship – local recognition in research and/or scholarly activity (**THIS IS NOT A REQUIREMENT, but desirable**)

**Paragraph 4:** Service - Department, School, University, professional organizations, committee leadership positions, etc.; personal attributes such as collegiality, accepts assignments willingly, steps in during faculty absences, etc. (**THIS IS NOT A REQUIREMENT, but desirable**)

**Paragraph 5:** Comment on external letters, reputation of reviewers, address any negative or lukewarm comments.

**Paragraph 6:** Closing paragraph with supporting comments from chair, reiterating requested rank of promotion and consistency with factors.

*\*Faculty who are not clinicians are designated as Adjunct Instructor/Assistant/Associate Professor or Adjunct Professor*

Revised: 9/14/15