

**Proposal Letter from the Department Chair
For Regular and Modified Faculty
Appointments and Promotion**

Key Points: Proposal letters for appointment/promotion to Associate Professor and Professor should be structured with the use of headings that identify the letter elements listed below. Emphasize accomplishments since last promotion.

I. Introductory paragraph. State the candidate's full name and degree, proposed academic rank, proposed faculty track, effective date of appointment, and the field in which appointment or promotion is being proposed. State clearly if this is an appointment or a promotion. **For new appointments, indicate if the candidate is being proposed for tenure.** State for modified and consortium hospital faculty candidates not employed by MUSC their place of primary employment; average monthly hours of contact with MUSC students, residents, and fellows; contributions to the academic missions of the College of Medicine and University.

II. Education.

A. Specific roles and accomplishments at MUSC: lecturer, student adviser, student or resident preceptor, clinical attending, supervisor of fellows or junior faculty, developer of educational material, lecturer.

B. Recognition, demonstrated skills and talents, special accomplishments: teaching awards, author of educational materials, course director, head of training programs, conference leader.

C. Contributions and service to committees involved with education: committee member, committee chair, committee accomplishments.

D. Record of accomplishment of students.

E. Regional, national, international accomplishments: visiting professorships, editorial boards, invited lectures, membership on certification boards, participation in educational efforts of professional societies.

III. Research.

A. Description of research.

B. Importance and significance of research.

C. List trainees and their records of accomplishments during and after their time working with the candidate.

D. Role and percent of effort in extramural grants.

E. Important papers presented at regional, national, or international meetings.

F. Participation in NIH Study Sections or other extramural appointments.

G. Major journals for which the candidate served as a peer reviewer, editor, editorial board member, or editorialist. Provide an estimate of the number of manuscripts reviewed.

IV Scholarly publications. Profile the nature, importance, and significance of the candidate's publications. The contributions of the candidate to these publications and the candidate's role as a mentor should be discussed. Submit reprints (1 copy each) of the authors 3 most significant publications.

V. Clinical Practice (Omit for non-clinical faculty).

A. Contributions to innovative methods of patient care.

B. Participation in performance improvement projects.

C. Measures of practice quality: patient satisfaction data, letters from patients, commendations.

D. Awards for clinical practice.

E. Description of peer status: expertise for specific clinical problem, recognized expert, "doctor's doctor."

VI. Administration

A. Important positions: Department/Division Chair, chair or member of administrative departmental/divisional committees, director of departmental or hospital units (e.g., MICU, transplantation, clinics).

B. Responsibilities in extra-departmental administrative activities.

C. Responsibilities in extra-institutional administrative activities.

VII. Other activities and accomplishments

A. Community service.

B. Recognitions and honors

C. Membership and activities in professional societies

Include Section VIII IF a new faculty appointment is being considered for tenure.

VIII. Discuss the attributes of the candidate in light of the interests of the College and University. Consider professional judgment, wisdom, collegiality, citizenship in the academic community, the capacity to develop colleagues and students, contributions to the College's academic and societal mission, and the commitment to scholarly exchange and intellectual exploration.

IX. Summary and recommendations

Rev: 9/2000

Sample letters

Proposal letter for Associate Professor

Dear (Dean):

It is with great pleasure that I recommend Jane A. Smith, MD for appointment [or promotion] to the rank of Associate Professor within the Academic Clinician track in the Department of _____. [*If new appointment:* Dr. Smith will be joining us effective July 1, 2000 and will be working in the area of _____ and collaborating with _____.] I have carefully reviewed the criteria for Assistant Professor in the Academic Clinician track and believe that Dr. Smith's academic and professional accomplishments meet these criteria. Dr. Smith has held the rank of Assistant Professor for 5 years [*If new appointment:* at the University of _____].

Dr. Smith graduated from the University of Southern California where she received a BA degree in History. She received her MD from the University of Iowa. During her medical studies, she received a MPH degree from the University of Iowa School of Public Health.

She completed her residency training and chief residency at the University of Iowa becoming boarded in _____ in 1985. She then completed a 3 year residency in the field of _____ at the University of Virginia.

Education

Dr. Smith has demonstrated an active interest and aptitude for teaching. She received the "Housestaff Educator Award" during her chief residency and frequently presents lectures to medical students and residents at MUSC. She has also participated in the parallel curriculum serving as a case discussant in each of the last 4 years. She has advised several residents in their research efforts during the last 2 years who are:

Resident advisees

Martha A. Washington, MD, Samuel H. Johnson, MD, Martin King, MD, and Rachel Carson, MD.

Dr. Smith has served as a research judge twice for student research day. She has also worked with two medical students during their summer research electives. These efforts have resulted in

3 peer-reviewed publications (see CV with marked [*] articles). Dr. Smith's interests in teaching and mentoring have resulted in 1 Golden Apple Award.

Dr. Smith has been invited to present Grand Rounds at Beth Israel, New York, and has made 3 presentations at plenary sessions at the American Academy of _____. She has been visiting professor at 5 universities and contributed to a CD-ROM educational program for board review developed by the American Society of _____.

Research

Dr. Smith has developed a strong record in research since joining our faculty. Her research focus centers in oxidant-induced lung injury with particular emphasis on cytokine receptor blockade. She has developed an innovative model of lung injury that utilizes an endothelial cell monolayer preparation that has been used previously in the investigation of acute renal failure. She has also done work in the fields of sepsis, acute lung injury, and models for predicting outcome of critically ill patients.

Dr. Smith's curriculum vitae lists 32 peer-reviewed papers and articles. She is first author for 20 and a major contributor in the remaining publications. She has first-authored 24 peer-reviewed abstracts all of which were presented at national meetings. She has also written 5 book chapters in major books in our field.

Her most important publications include:

1. Paper citation. Discuss the importance of the article and its impact in the candidate's field.
2. Paper citation. Discuss the importance of the article and its impact in the candidate's field.
3. Paper citation. Discuss the importance of the article and its impact in the candidate's field.

Dr. Smith has submitted three RO1 grants for NIH funding and presently holds a Clinical Investigator Award from _____. She is a Co-PI on a project funded by _____. We anticipate NIH funding within the next year in view of her recent scores.

Clinical Practice

Dr. Smith brought several new techniques and skills to our department including thoracoscopy, application of severity of illnesses prognosticators, and computer-based antibiotic prescribing. She has been rapidly identified as an excellent clinician. She has a busy outpatient practice receiving referrals from other experts in her field. Dr. Smith thoroughly enjoys clinical medicine and is an active participant at our clinical conferences. She is recognized by the residents and fellows as being an exceptional clinician who matches cutting edge critical care skills with a broad perspective of avoiding futile care and bringing palliative support for her severely ill patients at the end of life. She has also contributed to the development of the Oasis Project and the evolution of the electronic medical record. Dr. Smith has also been the team leader for 5 Performance Improvement projects that include [list].

Administration

Dr. Smith has contributed to several administrative functions of the College, our department, and her professional societies. Her activities include:

Member, EMR Committee

Member, Ethics Committee

Chair, PI team for improving advance directives

Chair, PI team for preventing inadvertent extubations

Member, education committee in Department of _____

Chair, Clinical Problems Assembly, American Thoracic Society

Member, Long Range Planning Committee, American Thoracic Society

Member, Editorial Board, Journal of _____

In conclusion, I believe that Dr. Smith fulfills the criteria for appointment/promotion to the rank of Associate Professor. Her expertise in her field and her academic accomplishments are acknowledged by her peers and demonstrated by her publications and involvement in her professional societies. The strength of her CV alone with a solid number of first authored, peer reviewed publications supports her candidacy for appointment/promotion. In addition to all of these accomplishments, Dr. Smith's devotion to education and mentoring makes her a valuable member of our faculty.

I appreciate your consideration of this proposal. If you have any questions, please do not hesitate to contact my office.

Sincerely