NOMINATION LETTER INSTRUCTIONS

Your letter will be the draft for the Chair’s letter in the candidate’s dossier. Each letter must be written according to the general template (paragraph structure) provided below. Bullet points are provided as prompts to assist you in developing a compelling case that this faculty member meets – and ideally exceeds – the Medical School and University’s criteria for promotion in a specific rank and track. Letters are typically 2-3 pages in length.

Members of the DOM’s and the Medical School’s promotion and tenure committees carefully read these letters. Thus, Division Directors are asked to provide a thoughtful, detailed, enthusiastic, and individualized account for why they are supporting this nominee’s request for promotion. We appreciate that this takes a lot of work, but promotion is a sentinel event for every faculty member each candidate deserves your best effort.

The nomination letter is your opportunity to highlight the faculty member’s unique and exceptional accomplishments – and to put the achievements detailed in the CV into context for faculty outside of the division, the institution, and the nominee’s field. It is especially important to elaborate on any contributions (be they in research, education, clinical care, service, or leadership) that might not be fully reflected in the nominee’s CV or that are particularly relevant to the criteria for promotion in a specific track.

We have attached a document with reminders of how to avoid gender bias in reference writing (available at www.csw.arizona.edu/LORbias).

NOMINATION LETTER TEMPLATE

Date

Re: [Proposed Nominee’s Name and degree(s)]
Promotion from [current faculty title and track] to [faculty title and track]

Dear Dr. Igarashi:

Paragraph 1: Introduction

- Specify nominee’s current/proposed rank and track
- Indicate nominee’s total % effort as faculty member
- Acknowledge reputation level achieved by nominee
- Articulate the specific content area(s) in which the nominee has achieved excellence, produced new knowledge, disseminated innovations, and otherwise made significant contributions.

Example:
I am delighted to propose [Nominee name and degree(s)], for promotion from [faculty’s current rank], [track name] Track, to [proposed faculty rank], [track name] Track, at ____ % effort, in the Department of Medicine. Dr. [Name] is an outstanding member of our faculty...
who has emerged as a [regional, national, or international, depending on expectations for track and rank] leader in [area(s) in which faculty member has made unique and significant contributions.]

**Paragraphs 2-3: Research and Scholarly Achievements**

- Indicate nominee’s research effort percentage
- Discuss what nominee is known for as a scholar: specific areas of scholarly contribution, impact of this research and scholarship, significant contributions to the field
- Consider both independent and collaborative research endeavors (for the latter, emphasize the nominee’s specific roles and key contributions)
- Summarize nominee’s scholarly products (peer-reviewed and disseminated) such as:
  - Publications (include # of first or senior authored articles)
  - Books and chapters
  - Curricula and other teaching materials, patents, care delivery models, etc.
  - Grants (PI, co-I, other roles)
  - Invited lectures, workshops (regional, national, international as appropriate)
  - Other evidence of high quality scholarly contributions
- Explain any notable variation in nominee’s research achievements from those articulated in the track statement or Dean’s interpretation of the tracks (e.g., high or low number of first- or senior-authored publications).
- Highlight additional evidence of research reputation – leadership roles in research, honors and awards, roles in national societies, performance as reviewer for journals or grant programs, etc.

**Paragraph 4: Clinical (Patient Care) Achievements (if applicable)**

- Indicate nominee’s clinical effort percentage
- Discuss nominee’s clinical responsibilities, area(s) of expertise, and significant patient care contributions. Summarize evidence of nominee’s clinical excellence and contributions via metrics such as:
  - Patient referrals
  - Clinical outcomes
  - Innovations in care delivery
  - Clinical leadership and program building
- Describe overall impact of nominee’s clinical contributions at regional, national, and international levels as appropriate.

**Paragraph 5: Teaching and Mentoring (Education) Achievements**

- Indicate nominee’s education effort percentage
- Discuss nominee’s educational responsibilities and significant achievements. Summarize evidence of nominee’s excellence and contributions in teaching, mentoring, and other educational roles via metrics such as:
  - Selected narrative comments and summative numerical ratings from nominee’s teaching and mentoring evaluations (if available)
  - Career trajectory and success of mentees
  - Educational leadership and program building
- Development and dissemination of curricula, learner assessment methods, teaching methods, other educational products
- Honors, awards, other recognition of teaching or mentoring

- Describe overall impact of nominee’s educational contributions at regional, national, and international levels as appropriate.

**Paragraph 6: Service Contributions**

- Describe how the nominee’s service activities have positively contributed to the department, Medical School, University, disciplinary societies, and/or community.
- Highlight any exceptional records of service.

**Paragraph 7: Overall performance**

- Offer an overall assessment of the nominee’s contributions and impact to the department/division/center relative to our institution’s objectives and standards and to nominee’s peers who have similar areas of competence.
- Synthesize information in the candidate’s CV rather than summarize.

**Paragraph 8: Closing Statement**

- Provide a succinct, compelling, final endorsement for the nominee’s promotion.

Sincerely,

[Division Director Name], M.D.
Division of [Division Name]