

Cover Letter for Promotion – Clinical Practice Track

(Suggested Length: 3-5 pages)

Instructions:

This document should primarily describe your accomplishments in the domains of Clinical Activity and Teaching, highlighting the impact, significance, and reach of your accomplishments. It serves as an opportunity to elaborate on achievements not fully detailed in your CV, explain non-traditional career paths, and demonstrate key areas of growth since your last promotion. This letter should focus on accomplishments at your current rank.

For each domain, please indicate whether your contributions are rated Excellent or Meritorious based on the Promotions Criteria. We recommend:

- *Concise summary of impact or reach of accomplishments in each domain of excellence.*
- *One to two paragraphs for each domain of meritorious contributions.*
- *One paragraph for leadership and service contributions, if applicable, noting that major leadership activities will be included in the relevant domain(s) of excellence.*
- *Tables and graphs can be included here or as supplemental materials.*
- *Reference relevant CV sections to minimize redundancy.*

Promotion or appointment to Associate Professor of Clinical Practice requires an Excellent rating in Clinical Activity and at least a Meritorious rating in Teaching and in Leadership & Service, as well as a local or regional reputation for clinical excellence. Although scholarship related to clinical practice is not required, it is encouraged and will strengthen the applicant's dossier.

Promotion or appointment to Professor of Clinical Practice requires an Excellent rating in Clinical Activity and at least a Meritorious rating in Teaching and in Leadership & Service. There must be at least one of the following: Excellence in Teaching, leadership of structured projects that have assessed and improved the quality, value or efficiency of clinical care, or leadership of projects that have addressed barriers in the healthcare system, shaped public health policy or addressed community health and healthcare needs. There must be documentation of a national reputation for excellence in clinical care, and evidence of ongoing achievement in area(s) of expertise. Scholarship is encouraged and will strengthen the applicant's dossier.

Introductory Paragraph

Begin with:

- Your name, current rank, and the rank you are applying for.
- Brief career summary, including academic training (institutions, degrees granted, and dates).
- A concise statement of your primary career focus.

Clinical Activity

Rating: Excellent

Describe your clinical responsibilities, effectiveness, and contributions, such as:

- Direct patient care activities and their impact.
- Development of new clinical protocols, guidelines, or innovative care models (if these represent scholarship, include links to relevant documents).
- Leadership or administrative roles in clinical settings.
- Contributions to healthcare advocacy and community-based participatory research.
- Efforts to address healthcare disparities.
- Awards or honors recognizing excellence in clinical care or leadership of professional societies.
- If applicable, document national or international reputation.
- Clinical scholarship, if applicable.

Teaching & Mentorship

Rating (*choose one*): Excellent / Meritorious

Highlight your contributions to education and mentorship, such as:

- Teaching effectiveness and summaries of evaluations from learners (actual evaluations will be part of your supplemental materials).
- Development of educational curricula or instructional materials (if these represent scholarship, include links to relevant documents).
- Mentorship of students, residents, fellows, or junior faculty (a table summarizing this should be in your CV or supplemental materials).
- Leadership roles or significant participation in education committees or training programs.
- Invited lectures, visiting professorships, and national educational presentations.
- Awards and recognition for teaching or mentoring excellence.
- If applicable, document your national or international reputation.
- Educational scholarship, if applicable.

Leadership & Service Contributions *(if applicable and not previously described)*

Summarize your contributions to service within the University, School of Medicine, and broader professional community, such as:

- Committee leadership and governance (institutional, national, and international).
 - Advocacy work addressing institutional priorities, policy improvements, and faculty affairs.
 - Editorial board and peer-review contributions to medical journals.
 - Leadership in professional societies, government agencies, or specialty organizations.
 - Contributions to institutional initiatives, such as patient care programs, curriculum development, faculty development, or well-being programs.
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Concluding Paragraph

- Summarize key area(s) of impact.
- Highlight non-traditional career paths or unique contributions.
- Describe major areas of professional growth since your last promotion (if applicable).
- Must include attestation statement, “If AI was used in the preparation of these materials, I vouch for the accuracy of all information presented.”

This document serves as your opportunity to present a compelling narrative of your professional journey and contributions. Ensure that your case for promotion is clear, well-documented, and supported by your CV and supplemental materials.