

Cover Letter for Promotion – Research Professor Track

(Suggested Length: 3-5 pages)

Instructions:

This document should primarily describe your achievements in Research or Other Scholarly Activity, and more specifically, the Scholarship of Discovery, 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.

We recommend using the template below:

- *Summary of accomplishments in the domain of Research or Other Scholarly Activity, based on the Promotions Criteria. (usually 2-3 pages)*
- *Although not required for this track, candidates may describe their mentoring and teaching contributions in one paragraph.*
- *Describe service contributions in one paragraph.*
- *Reference relevant CV sections to minimize redundancy.*

Promotion or appointment to Associate Research Professor requires an Excellent rating in Research or Other Scholarly Activity.

Promotion or appointment to Research Professor requires an Excellent rating in Research or Other Scholarly Activity, outstanding contributions to the research programs of the department or School, and evidence of a national reputation.

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.

Research or Other Scholarly Activity

Rating: Excellent

Describe the impact, importance, and reach of your scholarly contributions, such as:

- Authorship of peer-reviewed articles, policy reports, review articles, case series, curricula, etc. Consider including an annotated bibliography of your key publications in your

supplemental materials. For middle-author publications, highlight your unique contributions to projects and publications. Links to podcasts or other digital products should be provided here or in supplemental materials.

- Leadership of or significant involvement in inter-disciplinary or multi-institution research collaborations. Be specific in describing your role and contributions.
- Roles in grants as a Principal Investigator, Co-Investigator, or Key Personnel.
- Scholarly activities that advance healthcare quality, cost, access, or that focus on community or population health.
- Efforts to improve educational programs, curriculum design, or course development.
- Research presentations at national and international conferences.
- Relevant awards, honors, or recognitions.
- If applicable, document your national reputation.
- Scholarship- or research-related institutional leadership.

Complete the tables below, including information from your current rank only.

PUBLICATIONS (at current rank only)			
<i>Publications included here should match those listed on your C.V.</i>			
	Total Number	First-author	Senior-author
<i>Original articles in peer-reviewed journals</i>			
<i>Other publications in peer-reviewed journals (e.g., reviews, commentaries, editorials, etc.)</i>			
	Total Number	Refereed Abstracts	
<i>Published or presented scientific abstracts</i>			
			Total Number
<i>Other scholarly works, such as patient education materials, digital presentations, curricula, clinical guidelines, or case studies</i>			
<i>Publications not included above (e.g., letters-to-the-editor, etc.)</i>			

FUNDED GRANTS (RESEARCH, TRAINING, OTHER)				
5 YEARS or SINCE LAST PROMOTION				
<i>Grant information should be consistent with information for this time period on your C.V.</i>				
Reporting Since (Year)	Principal Investigator/Program Director (primary or sub-award)		Co-Investigator/Key Personnel (not consultant)	
	Number of Grants	Total Direct Costs	Number of Grants	Total Direct Costs
<i>Federal (NIH, NSF, VA, etc.)</i>				
<i>Foundation/Professional Assoc. (RWJ, AHA, etc.)</i>				
<i>Industry</i>				

<i>Internal/Other grants</i>				
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Teaching & Mentorship (*Not required for promotion in this track. Remove if not applicable*)

Highlight your contributions to education and mentorship, such as:

- Teaching effectiveness and summaries of evaluations from learners (actual evaluations may be included as part of your supplemental materials).
- Mentorship of students, residents, fellows, or junior faculty (if applicable, 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.

Leadership & Service Contributions

Summarize your contributions to service within the University, School of Medicine, and broader professional community not included above, such as:

- Committee membership, leadership, and governance (institutional, national, and international).
- Editorial board and peer-review contributions to medical journals.
- Leadership in professional societies, government agencies, or specialty organizations.
- Contributions to institutional initiatives, such as curriculum development, faculty development, or well-being programs.

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.