

Cover Letter for Promotion – Tenured and Tenure-Eligible Track

(Suggested Length: 3-5 pages)

Instructions:

This document should primarily describe your domain(s) of excellence (Teaching, Research or Other Scholarly Activity, or Clinical Activity), highlighting the impact, significance, and reach of your most significant accomplishments. It serves as an opportunity to elaborate on achievements not fully detailed in your CV, explain non-traditional career paths, and demonstrate 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 accomplishments in each domain of excellence (typically 2-3 paragraphs per domain, with rare exceptions).*
- *One paragraph for each domain of meritorious contributions.*
- *One paragraph for leadership and service contributions, noting that major leadership activities will be included in the relevant domain(s) of excellence.*
- *Tables and graphs can be included here, but may be more appropriate as supplemental materials.*
- *Reference relevant CV sections to minimize redundancy.*

Promotion or appointment to Associate Professor requires an Excellent rating in at least one of the following domains: Teaching, Research or Other Scholarly Activity, or Clinical Activity. A meritorious rating is required in all remaining applicable domains (Teaching, Research or Other Scholarly Activity, and Clinical Activity), as well as at least Meritorious Leadership and Service contributions.

Promotion or appointment to Professor requires an Excellent rating in Research or Other Scholarly Activity, as well as an Excellent rating in either Teaching or Clinical Activity. Additionally, the candidate must demonstrate Meritorious achievements in Teaching and (if applicable) Clinical Activity, at least Meritorious Leadership and Service contributions, as well as provide evidence of a national reputation.

For the award of Tenure, candidates must present evidence of a national and international reputation and achieve Excellent ratings in both Research or Other Scholarly Activity and Teaching.

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.
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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 are being used as evidence of teaching scholarship, include links to the materials).
 - 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 or other recognition for teaching or mentoring excellence.
 - If applicable, document your national or international reputation.
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Research or Other Scholarly Activity

Rating (*choose one*): Excellent / Meritorious

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 or international reputation.
- Scholarship- or research-related institutional leadership.

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

PUBLICATIONS (at current rank <u>only</u>) <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>				

Clinical Activity (Remove if not applicable)

Rating (choose one): Excellent / Meritorious

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 are being used as evidence of scholarship, include links to materials).
- Leadership or administrative roles in clinical settings.

- Contributions to healthcare advocacy or community-based participatory research.
 - Efforts to improve population health or access to healthcare.
 - Awards or honors recognizing excellence in clinical care.
 - If applicable, document your national or international reputation.
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Leadership & Service *(If not previously described)*

Rating *(choose one)*: Excellent / Meritorious

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

- Committee leadership and governance.
 - Leadership in professional societies, government agencies, or specialty organizations.
 - Advocacy work addressing institutional or community health priorities.
 - Editorial board and peer-review contributions to medical journals.
 - 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 C.V. and supplemental materials.