

SAMPLE OF DEPARTMENTAL APT LETTER



**School of Medicine
Faculty Affairs and Development**

TO: *(Current Department Chair's Name)*
Chairperson, Department of Medicine

FROM: *(Current Department APT Chair's Name)*
Chairperson, Department of _____
Appointments, Promotions and Tenure Committee

DATE:

RE:

The Appointments, Promotions, and Tenure Committee of the Department of (your dept) met on (date); 5 of 7 members were in attendance at the meeting.

Enclosed you will find the recommendations of the Department of (your dept) Appointments, Promotions and Tenure Committee and materials in support of the applications for (appointment, promotion) of (name of candidate) who wishes to be considered for (rank, tenure). This faculty member was reviewed in the areas of teaching, scholarly endeavors, and service. I have enclosed a summary of some of the major points used in arriving at a recommendation for this candidate.

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An overview of the characteristics, credentials, teaching, scholarly endeavors, and community services of the candidate should be outlined in the first paragraph. Include initial position hired for, department, and year hired. Any previous promotions should also be included. Summarize candidate's certifications, manuscripts authored, and book chapters written.

Teaching

Teaching may include providing lectures, seminars, and other forms of classroom and laboratory activities; serving as a clinical instructor or attending in an inpatient or ambulatory setting; conducting physical diagnosis, rounds and clinical conferences for professional students, residents and fellows; providing supervision in a student-doctor clinic setting; providing informal tutorial contact in the office or laboratory; and participation in community education programs.

Demonstrated leadership roles in the organization, design, planning, coordination, and delivery of courses or programs and instruction in fulfillment of the program's educational responsibilities are especially important to senior ranks and tenure.

Indicate the candidate's performance in this area as outstanding, competent, or inadequate.

Scholarly Activity

Scholarly activity may include classical "bench" research, all forms of patient oriented research, health services research, health policy research, educational research, as well as creative activity in the clinical, public health, health service administration, and educational fields.

Scholarly activity may involve describing new developments in the clinical sciences; developing new programs in patient care or education; conducting innovative modes of health care delivery; conducting creative pursuit/investigation of knowledge related to the cultural/behavioral aspects of medicine, measures of treatment effectiveness, and the process of health profession medical education.

Scholarly activity also may involve publication in refereed journals, and authorship or editorship of books; development of research capabilities; participation in seminars; appointment to grant review committees and technical/professional/education advisory bodies (public or private); participation in professional societies, and participation in national and/or international conferences (chairing a session and/or presentation).

Indicate the candidate's performance in this area as outstanding, competent, or inadequate.

Service

Service activities are divided into two (2) categories: clinical service, and professional and community service. Clinical abilities evaluated include evidence of technical competence (knowledge and skills) and competence in the ability to communicate clearly with patients and other health professionals. Evidence of professional skill, health care knowledge, and

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demonstrated concern for patients should be included in this section. Include documented active membership on institutional, school or departmental committees; membership in various state, regional and national review panels and committees within academic societies, governmental agencies and/or private grant making organizations.

Indicate the candidate's performance in this area as outstanding, competent, or inadequate.

Recommendation

The recommendations of the Departmental Appointments, Promotions, and Tenure Committee should be outlined in this section.