

KUMC School of Medicine
Department Appointments, Promotion and Tenure Committee
Letter of Recommendation
Faculty Promotion/Tenure Applicants

Instructions

- It is a requirement for the departmental Appointments, Promotion and Tenure (APT) Committee to provide a letter summarizing the committee's perspective on the applicant's suitability for promotion and/or the award of tenure. The letter should emphasize the significance and impact of the applicant's achievements making it clear and concise for reviewers that may be from other professional backgrounds. Explanations of appropriate activities, that may not be fully appreciated by only reading the CV and other materials, should be included.
- Discussion of more than one applicant in a single letter is not acceptable.
- If the departmental APT Committee does not recommend the applicant for promotion and/or the award of tenure, the reasons must be articulated in the letter.
- The applicant may choose to self-nominate if the departmental APT Committee does not offer recommendation for promotion and/or tenure.

Recommended letter format

Overview

Stress the applicant role in the department, Medical School, University, and clinical/scientific community, and describe the process of professional growth while a member of the department.

Teaching

Stress the outcomes and impact of teaching activities documented in the CV, contributions to managing and conducting educational programs, mentoring of students and colleagues, and other activities. Peer evaluations of teaching and assessments of how the applicant's scores compare to other educators in the department and the discipline are particularly appropriate. This includes contributions at local or national levels to development of educational programs or examinations. The committee should state an assessment of the applicant's level of achievement in teaching in terms of the descriptors in the domain expectations (early, mid or established career level).

Clinical Service (Patient Care) and Other Service

Address the significance of contributions to the department, Medical School, University, community, and specialty/discipline. The committee may provide or draw attention to outcome measures that more fully explain the information provided in the CV, including how professional service activities enhance the work of colleagues or provide the basis for educational or scholarly work. The significance of professional service such as Institutional Review Board (IRB) membership, study sections or review panels should be explained. In academic service, the significance of the work to the department, Medical School, or University should be clarified. The committee should compare the applicant to appropriate colleagues and state an assessment in terms of the descriptors used in the domain expectations.

Research/Scholarship

Assess the activity and emphasize on the significance to the specialty or scientific discipline of the work documented in the CV. The committee can be particularly helpful in verifying the status of journals and conferences or if the work was subjected to stringent peer-review. The committee can also fully explain the role of the applicant in specific projects and ensure that relevant information is brought to the reviewers' attention. The committee should state an assessment of the applicant's level of achievement in research/scholarship in terms of the descriptors used in the domain expectations.

Summary/Recommendation

Supply the rationale and evidence supporting the requested promotion. This summary should include the departmental APT Committee's assessment of the applicant's level of achievement (early, mid, or established career level) for each relevant domain (teaching, service, research/scholarship) to clarify the basis for the academic promotion or award of tenure. Include the committee's voting results (e.g. 5 in favor, 1 opposed) and list the committee members who were present at and absent from the meeting.