

## Instructions for the Department Chair's Letter

For faculty promotions to Assistant Professor, Associate Professor, Professor and request for consideration for tenure, please use the following wording for the **first paragraph** of the chair's letter. Use the official department name, and add the **division name** for those candidates proposed in **Internal Medicine, Pediatrics, and Surgery**.

### Promotion:

Dear **<Dr. Hancock>**:

I am proposing **<full name of faculty member, degree>** for promotion to **<rank being proposed (see list below)>** on the **<designate the appropriate track/pathway (see list below)>** in the **<Department of >**.

*Example--non-tenure track promotion:*

*Dear Dr. Hancock:*

*I am proposing John A. Smith, M.D., for promotion to Associate Professor on the non-tenure clinical track in the Department of Surgery, Division of Urology.*

*Example--tenure track promotion on the clinician/educator pathway, not requesting tenure:*

*Dear Dr. Andrassy:*

*I am proposing Hilda J. Hilton, M.D., for promotion to Professor on the tenure track, without tenure, clinician/educator pathway in the Department of Anesthesiology.*

### Tenure:

Dear **<Dr. Hancock>**:

I am proposing **<full name of faculty member, degree>** for the award of tenure at **his/her** current rank of **<current rank (see list below)>** on the **<designate the appropriate pathway (see list below)>** in the **<Department of >**.

*Example:*

*Dear Dr. Hancock:*

*I am proposing Sally D. Jones, Ph.D., for the award of tenure at her current rank of Associate Professor on the scientist/educator pathway in the Department of Internal Medicine, Division of Hematology.*

**Evidence of department review:** The end of the first paragraph of the Chair's letter should conclude with evidence of department review. Include the results of the candidate's promotion/tenure review by your department faculty review committee. All departments should have a department faculty review committee for the benefit of the department and to provide input to the department chair for the review of FAPTC proposals, as well as Annual Reviews and 6-Year (Post-Tenure) Reviews. Your department faculty review committee may be comprised of your senior faculty (Associate Professors/Professors) and/or your tenured faculty.

**Remaining content of chair letter:** Chair letters typically **briefly** outline the candidate's history, achievements, and qualifications for promotion/tenure. Effective 2017-2018, all faculty seeking promotion will be required to submit a narrative statement that elaborates their accomplishments at rank. It is expected that the chair letter will therefore establish the impact and consequences of the candidate's achievements and accomplishments in the department, McGovern Medical School and UTHealth. For non-tenure clinical track promotions, the chair letter should also corroborate the candidate's narrative for the level of achievement in the 4 domains (clinical, scholarly, teaching, and service/administrative activities). The chair may additionally provide other indications of the candidate's value to the university that may not be found in the CV or narrative, including quantitative assessments of fiscal contributions, RVUs, service/call hours, etc.

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Possible full-time (100%) and part-time (1-99%) faculty ranks for FAPTC proposals:

- Associate Professor
- Professor

Possible faculty tracks and pathways for FAPTC proposals:

**Non-tenure tracks**

1. non-tenure clinical track
2. non-tenure research track
3. non-tenure instruction track

**Tenure track**

1. tenure track, without tenure
2. with (previously granted) tenure
3. with tenure

**Pathways of the tenure track**

1. clinician/educator pathway
2. scientist/educator pathway

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