

SMD Guidelines for Chair letter to Dean – for Faculty Promotion

General elements to include:

- I am writing to propose the promotion of [faculty name] to [proposed rank] based on their excellence in the components of **(at least one of R, S, IS, C, plus T)** for a term of [XX] years **[OR] with tenure**.
- Summarize faculty member’s background/training, current major roles in Department/URMC, regionally/nationally.
- For each applicable component, provide a separate paragraph providing evidence and support to the level of experience/expertise in each area. Refer to the bullet point lists for each component in the [UR SMD Faculty Regulations](#) (pp 28a-37).
- Where applicable, relevant brief quotations from referee letters may be used, although should be used sparingly to support your narrative.

Research (R):

Summarize evidence for independent research with area of focused expertise, and trajectory of excellence as evidenced by SMD Regulations of the Faculty.

- *Be sure to include continuity, research funding, publications in peer-reviewed journals, evidence of national prominence.*
- *If contributions are primarily collaborative as part of a team, comment explicitly on the evidence that the faculty member is the intellectual steward of a defined portion of the work.*
- *If tenure is proposed based on R, summarize evidence supporting future likelihood of ongoing success as an intellectually independent researcher with continued funding or as principal or collaborative researcher, with a strong track record of successful grant applications, contracts, or research support (particularly through competitive peer-reviewed processes).*

Scholarship (S):

Summarize evidence for non-Research scholarship demonstrating a developed in-depth approach of the highest quality to an area of focused interest, as evidenced by SMD Regulations of the faculty:

- If tenure is proposed based on S, summarize evidence of faculty member’s ongoing preeminence in the field with both a sustained record of scholarly products consistent with preeminence in the field, typically beyond that required for promotion in rank to Professor, and a sustained level of impact on the field, reflected in scope or depth of impact and a superior level of originality, innovation and/or influence. These scholarly products need to have some component of peer review and be disseminated to “count” for Scholarship.

Institutional Scholarship (IS):

Summarize evidence for distinctive institution wide scientific or scholarly contributions that have significant impact on the core missions of the SMD, as evidenced by SMD Regulations of the Faculty:

- If tenure is proposed based on IS, summarize evidence supporting the faculty member's eminence in institutional scholarship (with) a sustained track record of particularly innovative or essential contributions across multiple areas of the institution.

Clinical (C):

Summarize evidence for specialized professional services of the highest quality in patient care or other aspects of URMC missions as evidenced by SMD Regulations of the Faculty:

- Provide descriptions of the faculty member's expertise and professional services, including a general sense of the time/effort spent on clinical practice.
- As applicable, provide metrics or other objective evidence regarding the quality, innovation or impact of the faculty member's clinical activities.

Contributions to the Academic Mission: Include when the sole components are Clinical with Teaching.

Summarize evidence for active support of URMC academic missions, as evidenced by SMD Regulations of the Faculty:

- See bulleted list in regulations.

Teaching (T):

Summarize evidence for excellence in teaching contributions, broadly defined, as evidenced by SMD regulations of the Faculty:

- As relevant, provide metrics or other relatively objective evidence regarding the quality, innovation, influence or impact of the faculty member's educational activities.

Service, Leadership & National Recognition:

Summarize evidence for the faculty member using their expertise and skills in any of the above components to the benefit of their department, the SMD, the University and/or their field or discipline, which may include leadership at local, regional, national or international levels depending on career path and level of seniority as evidenced by the SMD Regulations of the Faculty:

- The faculty member's professional efforts working with the community or fostering diversity, equity or inclusion should be described as applicable to their activity components and/or as part of their service or leadership to the institution or field.

In summary, [restate rank, activity components and re-affirm the evidence provided supports your recommendation for this promotion].