**[Date]**

Toni M. Ganzel, M.D., M.B.A.

Dean, School of Medicine

University of Louisville

Dear Dr. Ganzel,

As Chair of **[Department]**, I am pleased to recommend the satisfactory periodic career review of **[Faculty Member]** of **[Department]**. The eligible faculty vote was **[ ]**.

 **[Faculty Member]**’s work assignment over the past 5 years has averaged: **[%]**% Research, **[%]**% Service, and **[%]**% Teaching. Satisfactory periodic career review is based on excellence in service and proficiency in the additional areas of the work assignment, as well as scholarly activity. Dr. **[Faculty Member]** meets the criteria as follows:

**Excellence in Service**

***All service activities including clinical service, non-clinical/community service and service to research can be combined to demonstrate excellence or proficiency in service. Complete all service areas below that apply to Excellence in Service***

*Excellence in service is best demonstrated by a substantial assignment in clinical service, service to research, and/or a non-clinical/community assignment and a major responsibility (i.e., leadership role) in a clinical service, service to research, and/or non-clinical/community program.*

**[Document how Excellence is demonstrated]**

**Proficiency in Teaching**

*Proficiency in teaching is best demonstrated by a documented teaching assignment and satisfactory supervisory, peer, and learner reviews. Evidence of proficiency includes direct teaching and the creation of instructional materials to be used in one’s own teaching. Examples of direct teaching include lectures, workshops, small group facilitation, ward attending, precepting, demonstration of procedural skills, facilitation of online courses, and formative feedback. Evidence of proficiency may also include structured mentoring, advising activities, developing new instructional or curricular materials, evidence of learning (e.g. analysis of learner portfolios or critical incidents or results of pre- and post-teaching assessments of learner performance) and participation in interdisciplinary teaching efforts.*

 **[Document how proficiency is demonstrated]**

**Proficiency in Research**

*Proficiency in research is best evidenced by regular dissemination of original research findings (on average, at least annual dissemination with a 20% work assignment) the majority of which should be through traditional peer-reviewed nationally-recognized publications****.*** *For those with a work assignment in research of less than 20% at least one peer-reviewed publication (or other evidence of dissemination of knowledge) during the period of review is required.*

**[Document how proficiency is demonstrated]**

**Scholarly Activity**

*Scholarly activity must be demonstrated regularly (i.e., on average annually) for a satisfactory periodic career review for tenured faculty and for the promotion of term faculty to the rank of associate professor or professor. Scholarly activity is defined as those activities in which faculty take a scholarly approach to education, service or research activities. These occur when faculty systematically design, implement, access, or redesign educational, service, or research*activities *(See PAT Criteria Summary document page 12 for examples)*

**[Document how Scholarly Activity is demonstrated]**

In summary, **[Faculty Member]** has demonstrated excellence in service, proficiency in teaching and research, and scholarly activity. I am pleased to endorse the recommendation of the **[department]** and give my strong support for the satisfactory periodic career review of **[Faculty Member]** of **[department]**.

Sincerely,

**[Chair]**

Professor and Chairman

Department of **[Department]**