**Criteria for Promotion to Associate Professor with Greatest Assigned Effort in Service – Term**

**[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 promotion of **[Faculty Member]** to Associate Professor of **[Department]**, Term Track, effective **[Date]**. The eligible faculty vote was **[ ]**.

 **[Faculty Member]**’s work assignment over the past 5 years has averaged: **[%]**% Research, **[%]**%Service, , and **[%]**% Teaching. Promotion to Associate Professor (Term) is based on excellence in service and proficiency in the additional areas of the work assignment, as well as annual scholarly activity. Dr. **[Faculty Member]** meets the criteria as follows:

**Excellence in Service**

*Excellence in service is best documented by a substantial assignment in clinical service, service to research, and/or a non-clinical/community 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 teaching is best demonstrated by a documented substantial teaching assignment with a major responsibility for (i.e., leadership role) a teaching program. Peer and supervisory reviews must support the rating of excellence. Reviews by the recipients (students or residents) must be obtained and should support the rating of excellence. Examples of evidence of excellence include: teaching awards, engaging in structured mentoring or 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 learning performance) and participation in interdisciplinary teaching efforts. Descriptions of the quantity and quality of these educator activities should demonstrate excellence.*

**[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.* ***(0% work assignment indicates that research productivity is not 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 annual scholarly activity is demonstrated]**

**Internal/Extramural Evaluations**

**[Document the relationship of internal/extramural evaluators to the University and the candidate. The relationships must be clearly stated along with certification of the professional expertise and objectivity of the evaluators]**

In summary, **[Faculty Member]** has demonstrated excellence in service, with proficiency in teaching and research and annual scholarly activity. I am pleased to endorse the recommendation of the **[department]** and give my strong support for the promotion of **[Faculty Member]** to Associate Professor of **[department]**.

Sincerely,

**[Chair]**

Professor and Chairman

Department of **[Department]**