

## INVESTIGATOR

### **(sample nomination letter template for appointment/promotion/tenure to senior rank)**

The Chairperson's letter must summarize the evidence supporting the nomination for senior rank. Detailed, evidence-based information is required for each criterion. The letter should include specific information about service development, service size, growth, the number of individuals served and the education or research components of the service.

**Tenure** in the professional ranks will be granted only to persons of outstanding achievement. If the nominee is being considered for Tenure the criteria are the same as those for promotion/appointment. In addition, provide evidence that the nominee will continue with a high level of performance for an extended period of time (e.g. grant funding and the potential for grant renewals; evidence that the nominee is committed to the academic mission of the SOM; membership in multiple study sections; holding elected positions in regional or national societies; a record of independent investigations consistent with growth in future years).

Dear Dr. Tennen:

#### **INTRODUCTORY PARAGRAPH with BACKGROUND INFORMATION**

• **PROMOTION:**

I am writing to nominate (*name and degree of nominee*) for promotion to (*Associate Professor/Professor*) in the Department of (*name of department*) in the Investigator professional category, (*in-residence track or affiliated track of HH, SFHMC, THOCC, CCMC, JAX, etc.*).

**APPOINTMENT:**

- I am writing to nominate (*name and degree of nominee*) for appointment as (*Associate Professor/Professor*) in the Department of (*name of department*) in the Investigator professional category, (*in-residence track or affiliated track of HH, SFHMC, THOCC, CCMC, JAX, etc.*).

In this letter I will review (*nominee's name*) experience and the rationale for his/her (*promotion/appointment*) in the (*professional category*) based on (*the leg selected: independent or collaborative*).

#### **DESCRIBE NOMINEE'S CONTRIBUTIONS, CURRENT ACTIVITIES AND AREA OF EXCELLENCE BASED ON THE PROFESSIONAL CATEGORY CHOSEN, FOCUSING ON THE "LEG" OF THE PROFESSIONAL CATEGORY SELECTED**

Describe nominee's professional competence and provide detailed, evidence-based information for **ONE** of the following:

- A record of sustained publications from ORIGINAL and INDEPENDENT investigations, **OR**
- A record of sustained publications resulting from COLLABORATIONS with one or more principal investigators

and, also,

#### **LOCAL AND REGIONAL RECOGNITION**

Nomination to **Professor** in the Investigator professional category requires evidence of a national reputation within his/her field.

#### **CONTRIBUTIONS TO EDUCATION**

Nomination in the Investigator professional category requires active and effective participation in at least one of the following levels of education: undergraduate, graduate, or postgraduate. Please comment.

#### **SUPPORTING ACTIVITIES**

Include any additional activities that will support the nomination.

#### **SUMMARY**

Provide a paragraph summarizing the nomination.

---

**(Department Chair Name and Signature)**

---

**(Center Director Name and Signature)**

Please refer to the category-appropriate guidelines outlined on the Faculty Affairs Website at the following link: [Professional Categories](#). The degree to which each criterion must be satisfied will vary in the different professional categories and will differ for appointment or promotion to Associate Professor and Professor).