TO: Jerris R. Hedges, M.D., M.S., M.M.M.
Dean, School of Medicine

FROM: Department Chair’s Name
Chair, Department of

SUBJECT: Proposed Promotion of ____________, __D. to (proposed non-compensated Adjunct appointment title)

On behalf of the Department of ____________, I am pleased to propose the promotion of Dr. ____________ to (proposed non-comp comp Adjunct appointment title) effective _____________, 200__ through ____________, 200__ (end date should be one year from proposed effective date). Dr. ____________’s teaching, research, (clinical – as applicable), and professional (indicate specific areas as applicable) activities have remained excellent during the current appointment period. (Describe the faculty member’s continued significance to the department.)

(State how the faculty member meets or exceeds the minimum requirements as stated in the Board of Regents (BOR) Personnel Policies Section 9-2 for the proposed rank.)

In teaching, Dr. ____________ participates on the …(please provide some information on what the faculty member has been teaching during the past year and include how their teaching is reviewed/evaluated by students/peers). The amount and quality of Dr. ____________’s teaching is commensurate with his/her proposed rank.

In research activities, Dr. ____________ has (please describe the faculty member’s research activities - you can indicate how many articles and/or abstracts and in which journals they’ve published, if applicable.)

In clinical activities, Dr. ____________ (please describe what they have been doing during the past year, such as participating in five half-day sessions per week to patient care at QMC and how their rapport is with their patients if known, if applicable.)

In University and public service, Dr. ____________ participates (indicate what University, departmental, or professional committees they have served on or what professional activities they have participated/provided during the past year.)

In summary, Dr. ____________ is an accomplished faculty member whose contributions in all areas of service continue to be excellent. The Department of ____________ faculty reviewed the proposed promotion and are unanimously in favor of the recommended action; therefore, I am pleased to join them in strongly supporting his/her proposed promotion to ____________ (indicate proposed rank) effective ____________ ____, 20___.

APPROVED/DISAPPROVED:

Jerris R. Hedges, MD, MS, MMM Date
Dean, JABSOM