

**Letter of Nomination by Department Chair**

Faculty appointment is conferred to individuals who will contribute to medical student and/or resident teaching, contribute to the medical education program, demonstrate commitment to continued scholarship in support of the mission, and scholarly activity at CMSRU.

The Departmental Chair’s letter must address the **faculty pathway:** Academic (BMS or clinical), Scholarship of Practice & Teaching (clinical only), NTTF (Rowan only) or Affiliate (allied health professionals); indicate **tenure status:** tenured, tenure-track or non-tenure, and whether **Rowan or CUHC coterminous** employed. If candidate is **seeking secondary or joint appointment** within your department, that also must be stated.

In addition, the Chair nomination letter must provide reasoning for the proposed faculty rank and provide details of the faculty member’s qualifications in each of the following four domains:

* Teaching responsibilities & effectiveness
* Scholarly activity
* Clinical service (if applicable)
* Service to the institution, community, and the profession.

Nomination Letter should be addressed to the Dean:

Annette C. Reboli, M.D.  
Dean

Cooper Medical School of Rowan University  
401 South Broadway, Suite 320  
Camden, NJ 08103

**Sample introductory sentences:**

Dear Dean Reboli:

*Clinical Faculty:* It is with great pleasure that I write this nomination letter for the appointment of Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to **(Rank)** of **(Department),** coterminous, non-tenure in the **(Pathway)** pathway at Cooper Medical School of Rowan University.

Or

Dear Dean Reboli:

*BMS Faculty:* It is with great pleasure that I write this nomination letter for the appointment of Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to **(Rank)** of **(Department)**, **(Tenure Status**) in the **(Pathway)** pathway at Cooper Medical School of Rowan University.