

**Letter of Nomination by Department Chair**

Faculty promotion is conferred to individuals who contribute to medical student and/or resident teaching, contribute to the medical education programs, 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), or NTTF (Rowan only); indicate **tenure status:** tenured, tenure-track or non-tenure, and whether **Rowan or CUHC coterminous** employed. If candidate is seeking a secondary or joint promotionwithin your department, that also should be stated.

In addition, the Chair nomination letter should outline their support for promotion and address the faculty member’s qualifications commensurate with the rank being sought in each of the four domains:

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

If candidate is seeking promotion on the Scholarship of Practice & Teaching Pathway (SPT), the Chair should highlight the candidate’s identified area of expertise and work being cited for promotion.

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 promotion 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 promotion of Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to **(Rank)** of **(Department)**, **(Tenure Status**) in the **(Pathway)** pathway at Cooper Medical School of Rowan University.