



Letter of Nomination by Department Chair

The Department Chair shall compose a letter outlining their support of faculty for promotion and addressing the faculty member's qualifications for promotion in each of the four domains:

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

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

The Departmental Chair's letter must address the faculty designation of academic educator, academic investigator, clinician educator, or clinician investigator and indicate tenure or non-tenure track, and co-terminous (Cooper employed) or tenure-track (Rowan employed) appointment (see sample introductory sentences below).

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)** co-terminous, non-tenure with designation as Clinician Educator 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)** on the tenure-track with designation as Academic Educator at Cooper Medical School of Rowan University.