



## 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 RVSOM.

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, appointment (see sample introductory sentences below).

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 Chair of FAC:

Paola Leone, PhD  
Chair, Faculty Affairs Committee  
Rowan-Virtua SOM  
1 Medical Center Drive, AC 305  
Stratford, NJ 08084

### Sample introductory sentences:

Dear Dr. Leone:

*Clinical Faculty:* It is with great pleasure that I write this nomination letter for the appointment of Dr. \_\_\_\_\_ to **(Rank)** of **(Department)** non-tenure/tenure-track with designation as Clinician Educator at Rowan-Virtua SOM.

Or

*Dear Dr. Leone:*

*Non-Clinical:* It is with great pleasure that I write this nomination letter for the appointment of Dr. \_\_\_\_\_ to **(Rank)** of **(Department)** on the non-tenure / tenure-track with designation as Academic Educator at Rowan-Virtua SOM.