

Use Times New Roman, 12 pt. font
Suggested margins: 72 pt. top, bottom, left, and right
Do not use page headers or page numbers

(Research Professor Track and Research Scientist Track Sample)

APPOINTMENT RECOMMENDATION
UNIVERSITY OF MICHIGAN
MEDICAL SCHOOL
DEPARTMENT OF INTERNAL MEDICINE

John C. Doe, M.D., is recommended for appointment as research professor of internal medicine, Department of Internal Medicine, Medical School. **(See attached sample opening paragraphs.)**

Academic Degrees:

M.D.	1991	University of Iowa
M.S.	1988	University of Illinois
B.S.	1986	Duke University

Professional Record:

2001-present	Research Associate Professor, of Internal Medicine, University of Iowa
1995-2000	Research Assistant Professor of Internal Medicine, University of Iowa
1991-1994	Research Investigator, Department of Internal Medicine, University of Iowa

Summary of Evaluation:

Research: in a narrative paragraph, describe and evaluate the quality, originality and significance of the candidate's research. Include a description of work in progress. Note publications as a practical way of documenting the nominee's contributions. Remark on ability to compete successfully for external research funding.

- **description of research topics and importance of scholarship**
- **number of peer-reviewed and non-peer reviewed publications**
- **research awards**
- **history of grant funding (if any)**
- **-evidence of national recognition**
 - o **invited lectures, national presentations, visiting professorships**
 - o **service on study sections and councils**
 - o **membership on editorial boards**

Recent and Significant Publications:

- **list five publications starting with most recent**
- **make sure that information is consistent with cv**
- **may list publications that are in press**
- **use the following bibliographic format, be sure to italicize names of journals**

Doe JC, Smith AL, Jones JK: Red blood cell lithium-sodium countertransport in the Dexter blood pressure study. *Hypertension* 12:321-340, 2007.

Smith AL, Rogers PJ, Doe JC: Relationship of growth and blood pressure in inbred rats. *Am J Physiol* 321:700-705, 2006.

Doe JC, Watson TJ, Xang X, Donnelly JJ: Volume and dose parameters for survival of non small cell lung cancer patients. *Radiotherapy and Oncology* 77:34-58, 2006.

Xang X, Collins MC, Smith JC, Doe JC: Transcriptional and post-transcriptional regulation of interleukin-8. *Am J Pathol* 143:92-95, 2005.

DeYoung MM, Miller CJ, Doe JC, Matthews CA: Regulation of interleukin-8 gene expression by oxidant stress. *J Biol Chem* 487:65-73, 2005.

Teaching: Teaching is a required component of Research Professor Track appointments. It is not a required component of Research Scientist Track appointment. In a narrative paragraph, describe quality (i.e. that the teaching and/or mentoring done by the individual is effective and has significant impact on the students, fellows and colleagues being taught), as well as quantity (i.e. that there should be evidence of a significant amount of teaching and/or mentoring), of teaching activities.

The teaching criterion for the ranks of Research Associate Professor and Research Professor is: Record of substantial teaching and mentoring within the context of one or more research programs (e.g., laboratory bench science, social science, or other disciplinary setting) with postdoctoral fellows, junior research colleagues, or students at any level.

The teaching criterion for the rank of Research Assistant Professor is:
Expectation of substantial teaching and mentoring within the context of one or more research programs (e.g., laboratory bench science, social science, or other disciplinary setting) with postdoctoral fellows, junior research colleagues, or students at any level.

Service: Service is a required component of Research Professor Track appointments. It is not a required component of Research Scientist Track appointments. In a narrative paragraph, describe the following:

- **departmental committees**
- **Medical School committees**
- **Health System or University committees**
- **National professional organization committees**
- **Journal Reviewer and/or Editorial Board service**

List any leadership roles or significant contributions candidate made to the above

Reviewer Quotes:

- **For Research Professor/Scientist and Research Associate Professor/Scientist appointments - Quote from all of the external arm's length reviewers. Do not quote from internal reviewers or reviewers that are not arm's length.**
- **For Research Assistant Professor/Assistant Research Scientist appointments – quote from ALL reviewers**
- **Do not include any information that would identify the reviewer, such as the name of his/her institution.**
- **Do not include reference to candidate's age.**
- **Quote the reviewers exactly.**

Reviewer A: “Dr. Doe has distinguished himself as an outstanding collaborative investigator. He has been an active steering committee member for several trials evaluating various treatments for hypertension. His activities and contributions in this area of hypertension research will bring a great deal of notoriety to the University of Michigan.”

Reviewer B: “With respect to his teaching, I have heard John deliver several lectures at national and international meetings and have found him to be a superb communicator....As a member of the Personnel Action Committee at [this institution], I have had an opportunity to review the appointment and promotions of faculty on this campus. John's appointment would be well received and I have no doubt that he would easily obtain appointment as research professor here.”

Reviewer C: “Dr. Doe has emerged as one of the bright leaders [of his cohort] in the investigation the causes of hypertension....He is considered in the top echelon of investigators of medication transport in essential hypertension with both a national and international reputation.”

Reviewer D: “...there are far too few scientists who can wear the cloak of an independent investigator and convey the role of excellence in collaborations in the field. John Doe fills all of these roles and Michigan is lucky to have him!”

Reviewer E: “John has consistently demonstrated innovative approaches to complicated issues in the area of hypertension....he has been an advocate for effective ways to resolve controversial questions and to further scientific knowledge in a creative way.”

Career Development Plan (required for the research assistant professor/assistant research scientist appointment ONLY):

Dr. Doe will be expected to engage in original research and develop an independent career leading to further promotion within the research track. He will receive feedback based on an annual review that is performed for all faculty in the department. Dr. Doe will continue to receive mentoring from Dr. Lang, who in addition will provide space and other resources for the conduct of Dr. Doe's research as he establishes independent funding. It is expected that he will submit an NIH R01 application within the first three years of his appointment. He will receive assistance from Dr. Lang in preparing manuscripts and will be encouraged to present his science at the American Heart Association annual meeting. He will also have contact with many other faculty in our Department and School for his continued growth at the University.

Summary of Recommendation:

Dr. Doe is a very prominent and very productive scientist who has made significant contributions to the field of hypertension. He is an excellent teacher and mentor; and he is a leader who contributes both in external and internal service. I am pleased to recommend John C. Doe for appointment as research professor of internal medicine, Department of Internal Medicine, Medical School.

SAMPLE FIRST PARAGRAPHS FOR THE FORM B (APPOINTMENT RECOMMENDATION SUMMARY)

Appointment as research assistant professor:

Daniel J. Peters, Ph.D., is recommended for appointment as research assistant professor of internal medicine, Department of Internal Medicine, Medical School.

Appointment as assistant research scientist:

Daniel J. Peters, Ph.D., is recommended for appointment as assistant research scientist of internal medicine, Department of Internal Medicine, Medical School.

Appointment as research associate professor:

Paul T. Chessman, M.D., Ph.D., is recommended for appointment as research associate professor of internal medicine, Department of Internal Medicine, Medical School.

Appointment as associate research scientist:

Paul T. Chessman, M.D., Ph.D., is recommended for appointment as associate research scientist of internal medicine, Department of Internal Medicine, Medical School.

Appointment as research professor:

Anthony Z. Jones, M.D., is recommended for appointment as research professor of radiation oncology, Department of Radiation Oncology, Medical School.

Appointment as research scientist:

Anthony Z. Jones, M.D., is recommended for appointment as research scientist of radiation oncology, Department of Radiation Oncology, Medical School.

Appointment in two schools/colleges:

John R. Smith, M.D., is recommended for appointment as research professor of surgery, Department of Surgery, Medical School, and research professor of dentistry, School of Dentistry.