

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

(Instructional Track Sample)

APPOINTMENT RECOMMENDATION
UNIVERSITY OF MICHIGAN
MEDICAL SCHOOL
DEPARTMENT OF INTERNAL MEDICINE

John C. Doe, M.D., is recommended for appointment as professor of internal medicine, with tenure, 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	Associate Professor, with tenure, of Internal Medicine, University of Iowa
1995-2000	Assistant Professor of Internal Medicine, University of Iowa
1991-1994	Lecturer, Department of Internal Medicine, University of Iowa

Summary of Evaluation:

Teaching: in narrative paragraph describe past teaching and expectations for teaching at the University of Michigan:

- **who has been/will be taught?**
 - undergraduate, medical students, residents, fellows, graduate students, postdoctoral fellows, etc.
- **what type of teaching?**
 - clinical settings, lectures, etc.
- **quantity of teaching**
 - number of hours, number of students
- **doctoral dissertation committees**
 - number, served as chair
- **quality of teaching**
 - teaching awards
 - course evaluations (include both rating and scale—4.5 out of 5)
- **leadership and creativity**
 - course design and development, course coordination, curricular revisions, creation of learning tools, etc.

Research: in a narrative paragraph, describe the following:

- **description of research topics and importance of scholarship**
- **number of peer-reviewed publications**
- **research awards**
- **history of grant funding**
- **-evidence of national recognition**
 - **invited lectures, national presentations, visiting professorships**
 - **service on study sections and councils**
 - **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.

Service: : 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

Professional Work:

This section is optional or may be combined with the service section above.

- **clinical contributions**
 - **volume, type, importance, etc.**

External Review:

- **For Associate Professor and Professor 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 Assistant Professor 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 clinical leader and 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 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 appointments 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 professor here."

Reviewer C: "Dr. Doe has emerged as one of the bright leaders [of his cohort] in research in 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 clinicians who can wear the cloak of a clinical investigator and convey the role of excellence in patient care, teaching, and investigation at the bedside as well as in the laboratory. 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 assistant professor appointment ONLY):

Dr. Doe will have sufficient protected time to conduct his research. Dr. Frank will serve as Dr. Doe's primary mentor, assisting Dr. Doe by identifying appropriate sources of research funding and assisting with grant and manuscript preparation. His laboratory space is currently shared with his mentor, in an 1800 sq. foot laboratory in the CCGC Building. Over time, as Dr. Doe's research expands, dedicated space will be allocated to him within this shared lab, commensurate with the level of his independent research requirements and funding. Dr. Frank will also facilitate Dr. Doe's membership and participation in professional societies and meetings. Dr. Doe will be given many opportunities to participate with other department faculty to expand his teaching role.

Summary of Recommendation:

Dr. Doe is a very prominent and very productive scientist and clinician 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 professor of internal medicine, with tenure, Department of Internal Medicine, Medical School.

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

Appointment as assistant professor:

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

Appointment as associate professor, with tenure:

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

Appointment as associate professor, without tenure:

Paul T. Chessman, M.D., Ph.D., is recommended for appointment as associate professor of internal medicine, without tenure, Department of Internal Medicine, Medical School.

Appointment as professor, with tenure:

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

Appointment as professor, without tenure:

Anthony Z. Jones, M.D., is recommended for appointment as professor of radiation oncology, without tenure, Department of Radiation Oncology, Medical School.

Appointment in two schools/colleges:

John R. Smith, M.D., is recommended for appointment as professor of surgery, with tenure, Department of Surgery, Medical School, and professor of dentistry, without tenure, School of Dentistry.