[provide address to whom the letter should be addressed if necessary]

Dear [NIH Scientific Review Officer],

As the senior associate dean for faculty affairs and faculty development at the University of Michigan Medical School, I am very pleased to support Dr. [PI Name]’s application to [funding agency] entitled: [add proposal title here]. This letter is intended to provide additional information to [funding agency] on the requirements and promotion process for research track faculty at the University of Michigan.

[2-3 sentences describing the research project (Optional)]

The Research Professor and Research Scientist promotion tracks are ladder tracks with clearly defined appointment and promotion criteria and time-in-rank limits for promotion from assistant rank to associate rank. In particular, the Research Professor track has research requirements identical to our tenure track for research and scholarly accomplishments, and can be considered “tenure-track equivalent”. The criteria for appointment and promotion to research faculty ranks are defined using four fundamental characteristics of all faculty positions: scholarship, teaching, independence, and service. Initial entry criteria are described below as per the University of Michigan’s Office of the Vice President for Research.

I would be delighted to respond to any additional questions or provide additional information.

Sincerely,

XXX

The following information is excerpted from the Policies on Appointments and Promotions for Research Scientist and Research Professor tracks at the University of Michigan. Additional information on appointments and promotion for Research Track Faculty can be found here:

<https://research.umich.edu/research-resources/research-faculty-affairs/>

**Criteria for Entry into the Research Scientist Track *versus* the Research Professor Track**

Units must develop specific criteria to determine the appropriate track for newly hired individuals or Research Investigators seeking promotion.

Individuals appointed as **Assistant Research Scientists** should:

1. Have the potential for scholarly development, possibly as part of a research group,
2. Have an academic record of peer-reviewed publications in which they are a primary author or co-author, and
3. Provide evidence of participation in relevant academic or professional meetings.

Additional criteria for individuals appointed as **Research Assistant Professors** are described below:

1. Have responsibilities through which they will develop a substantial record of non-didactic teaching,
2. ***Be considered by the appointing unit as having the potential to develop a scholarly reputation at a rate that is consistent with that of an assistant professor on the tenure track***, and
3. Be considered by the appointing unit as having the potential to develop a substantial independent research program, which is required for promotion to Research Associate Professor.