CLINICAL FACULTY

REQUEST FOR PROMOTION

(Suggested Template)

Notes: This MUST be submitted with an updated CV.

It is NOT necessary to have accomplishments in every field.

Please send CV and completed request to the Office of Faculty Affairs, comofa@fiu.edu

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(candidate name)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Chair of Department):

I am writing to provide relevant detail on some of the accomplishments listed in my current curriculum vitae, which you will find attached.

I joined the voluntary FIU faculty as Clinical \_\_\_\_\_(Assistant/Associate) Professor \_\_\_\_\_\_ years ago. I am requesting promotion to the next level. The following provides further evidence of the quality of my work since my appointment/last promotion.

I have been a member of \_\_\_\_\_\_\_\_\_\_\_(organizations) and held the following (regional/national/international) leadership roles:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. In this capacity, I have led \_\_\_\_\_\_(organization) to successfully \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Notable awards and honors I have recently received in (research/clinical care/education/leadership) include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Of my \_\_\_\_\_\_\_\_\_peer reviewed articles published since my appointment/last promotion, the most significant have focused on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Evidence of their impact includes \_\_\_\_\_\_\_\_\_(citations, invited speakerships, other.)

My national/international reputation has grown through \_\_\_\_\_\_\_\_\_\_\_\_ workshops/trainings/invited speakerships. Attendees have rated these offerings \_\_\_\_\_\_\_\_\_\_\_ and/or commented on their impact as follows:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Toward the educational mission of HWCOM,

I have worked with \_\_\_\_\_\_\_\_\_\_\_(faculty, course directors) to teach \_\_\_\_\_\_\_\_\_\_\_\_(sessions, in which course(s)); design/coordinate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(lectures, cases, electives, clinical learning @\_\_\_\_\_\_\_\_\_\_site.)

I have supervised the clinical learning of approximately\_\_\_\_\_ (number) students on \_\_\_\_\_\_\_\_\_rotation/clerkship over the last \_\_\_\_\_\_\_\_years.

Student evaluations of my teaching, which you also have, demonstrate that students find my teaching effective in the following ways:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerkship director feedback and comments demonstrate the following about my teaching and assessment of students:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have also recruited/coordinated the efforts of \_\_\_\_\_\_\_\_(number) of faculty to expand the education of FIU students.

I participate in mentoring students and/or speaking with student interest groups.

Over the last \_\_\_\_\_\_\_\_\_years, I have mentored approximately \_\_\_\_\_\_\_\_students, and spoken \_\_\_\_\_\_\_times with \_\_\_\_\_\_\_\_\_student interest groups.

I have worked to involve/supervise students in \_\_\_\_\_\_\_\_\_\_\_\_\_\_(organizations, research, conferences, mission trips).

Toward the research mission of HWCOM,

I have collaborated with/supported researchers at FIU in the following ways and/or with the following results:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Toward the service mission of HWCOM,

 I have been active in \_\_\_\_\_\_\_\_\_\_\_\_\_, leading to/supporting outcomes such as:\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_