University of Pennsylvania – Perelman School of Medicine

Chair’s Recommendation Letter for Secondary Appointment

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Secondary Department** (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to propose Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (secondary with voting rights).

# **Vote**

The Department of [Secondary Department] Committee on Appointments and Promotions approved Dr. \_\_\_\_\_\_\_\_\_\_ secondary appointment w/ voting rights. The vote was: \_\_\_\_\_\_\_ approved; \_\_\_\_ disapproved

## Background

Summarize the candidate’s postdoctoral and clinical fellowships and academic career to date.

### Purpose of Position

Summarize the objective and intention of proposed secondary position for candidate.

**Clinical Activities (if applicable to secondary position)**

## Teaching (if applicable to secondary position)

Summarize expected teaching efforts, kinds of students taught and time spent in teaching related activities.

**Mentoring (if applicable to secondary position)**

Include information on the candidate’s mentoring activities.

## Research (if applicable to secondary position)

Address candidate’s area of scholarly fit with strategic research and education missions of the department and School. When applicable, include a brief statement concerning the resources that will be provided to support the candidate’s research. Review the candidate’s current focus, areas of expertise and impact.

## Other Distinguishing Contributions

Administrative and leadership roles and other academic activities within and outside the institution.

## Conclusions

In view of the above considerations, I recommend the appointment of Dr. \_\_\_\_\_\_\_\_\_\_\_\_ to [title of position] (secondary with voting rights).

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 Name, Degree Date

 Chair of Department of [Department - Secondary]

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 Name, Degree Date

 Chair of Department of [Department - Primary]