

MEMORANDUM

DATE: July 30, 2009

FROM: Steven A. Lieberman, MD, FACP  
Vice Dean for Academic Affairs

SUBJECT: External letters for UTMB faculty appointment, promotion, and/or tenure

On behalf of our Appointment, Promotion, and Tenure (APT) Committee, I would like to thank you for taking the time to write a letter of evaluation of one of our faculty members.

Our APT Guidelines (available online at [http://www.som.utmb.edu/faculty/faculty\\_apttoc.html](http://www.som.utmb.edu/faculty/faculty_apttoc.html)) indicate that appointment or promotion to a specific rank requires demonstration of excellence in the traditional missions of a medical school: research, education, and/or clinical medicine. For *non-tenure track promotion*, excellence in one mission is required. For *tenure track promotion or the award of tenure*, excellence in two missions is required. The award of tenure requires a high degree of scholarship and service and signifies that the faculty member is a desired permanent member of the UTMB Faculty of Medicine. In either track, promotion to the rank of *Associate Professor* requires a regional-to-national reputation, while promotion to *Professor* requires a national-to-international reputation.

By providing an objective evaluation from an external perspective, your letter will help to establish excellence in one or more missions and provide substantiation for the individual's scientific, educational, and/or clinical reputation.

The following prompts, developed in collaboration with our APT Committee, may be useful as you prepare your evaluation. Please address your letter to the candidate's department chair.

- How long have you known this individual and in what capacities?
- Please describe this individual's accomplishments and contributions in one mission area (research, education, or clinical). Please highlight evidence that points to the quality of his/her contributions. To the extent possible, please comment on her/his regional, national, or international reputation in this field.
- If this individual is a candidate for promotion in the tenure track and/or award of tenure, and if you are familiar with her/his accomplishments in a second mission, please comment on these contributions as above.
- You may wish to comment on the likelihood that this individual would receive the proposed appointment, promotion, or award of tenure if s/he were a candidate at your institution.

We recognize the effort required to provide evaluative letters, and we greatly appreciate your assistance in this important academic process. Please feel free to contact me [[slieberm@utmb.edu](mailto:slieberm@utmb.edu) or 409-772-3619] if I can answer any questions or be of assistance in any other way.