Date

TO: Deborah Deas, M.D., M.P.H.

Vice Chancellor for Health Sciences

Pam and Mark Rubin Dean, School of Medicine

RE: Appointment/Merit/Promotion of Dr. XXXX XXXX, MD, as Health Sciences XXXXX Clinical Professor, Step XX in the Department of XXXXXXXX

It is my pleasure to propose XXXX, MD for an appointment/merit/promotion as Health Sciences XXXXX Clinical Professor, Step XX in XXXXXX within the Division of Clinical Sciences. Dr. XXXX’s file was reviewed by the Department faculty Insert faculty comments here

Insert professional competence and activity here

Insert teaching responsibilities, comments regarding teaching evaluations, teaching awards here

Insert University and Public Service here

Insert Research and Scholarly Work here

Referees: *for appointment files be sure to use codes (letter code) when inserting comments from referee letters to not identify the confidentiality of the referee name or institution.*

Dr. XXXXX’s reference letters:

Referee A

Referee B

Referee C

Referee D

Referee E

Referee F

Insert UCR teaching activities and site location here

Sincerely,

I believe Dr. XXXX will be a welcomed addition to our faculty and enthusiastically support his/her appointment as Health Sciences XXXXXXX Clinical Professor, Step XX.

Sincerely,

XXXXXXXXX

Chair, Department of XXXXX