Department of Neurology  
Division Chief Promotion Letter Template for MDs

Address to Dr. O’Brien (send to Pam Neville)  
Richard J. O’Brien, MD, PhD  
Disque D. Deane University Professor  
Chair, Department of Neurology  
Duke University School of Medicine

Candidate:  
Current Rank/Track:  
Proposed Rank/Track:

Dear Dr. O’Brien:

Introductory Statement (example; It is my pleasure to nominate Dr. XXX for promotion from XXX to XXX, followed by Brief Biographical Sketch and Educational Background: Include the candidate’s name, current rank/track, and the proposed rank/track. Dr. XXX graduated [College, Awards, Honors, dates] and then attended [other education]. Dr. XXX attended medical school at [Medical School, Awards, Honors, dates]. He trained in [Internship, dates] and then completed Neurology Residency at XXX [dates, Awards] [followed by fellowship training at XXX, dates]. Dr. XXX joined the Duke faculty on [date]. Dr. XXX was then promoted [list subsequent promotions and dates].

Academic and Research Accomplishments:  
Scope and Significance of the Research:

Publications:  
Dr. XXX CV lists XXX peer-reviewed journal articles (XXX first author, XXX senior author), XXX non-referred publications, XXX book chapters and XXX reviews. Many of his referred publications are in high-impact journals such as XXX.

Funding:  
Dr. XXX has had success in obtaining continued external research support [provide evidence].

Clinical Activities and Contributions:  

Educational Activities:  
Examples: Intramural courses, external CME lectures, intra- and extramural course directors, educational materials.

National/International Recognition:
Examples: Grant review panels, guideline committees, society committees, FDA panels, organizing committees.

**Administrative Contributions:**
Discuss administrative contributions within the department, medical school, health system, and university.

**Letters of Recommendation:**
If available, highlight supportive information from external letters.

**Summary Statement:**
Dr. XXX's accomplishments in XXX support promotion to XXX, Track XXX.