

**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.