**Cover Letter for Promotion – Clinical Practice Track**

*(Suggested Length: 3-5 pages)*

*Instructions:*  
*This document should primarily describe your excellence in the domains of Clinical Activity and/or Teaching, highlighting the impact, significance, and reach of your accomplishments. It serves as an opportunity to elaborate on achievements not fully detailed in your CV, explain non-traditional career paths, and demonstrate key areas of growth since your last promotion. This letter should focus on accomplishments at your current rank.*

*For each domain, please indicate whether your contributions are rated Excellent or Meritorious based on the Promotions Criteria. We recommend:*

* *Concise summary of impact or reach of accomplishments in each domain of excellence.*
* *One to two paragraphs for each domain of meritorious contributions.*
* *One paragraph for service contributions, if applicable, noting that major leadership activities will be included in the relevant domain(s) of excellence.*
* *Tables and graphs can be included here or as supplemental materials.*
* *Reference relevant CV sections to minimize redundancy.*

*Promotion or appointment to Associate Professor of Clinical Practice requires an Excellent rating in Clinical Activity and at least a Meritorious rating in Teaching, as well as a local or regional reputation for clinical excellence. Although scholarship related to clinical practice is not required, it is encouraged and will strengthen the applicant’s dossier.*

*Promotion or appointment to Professor of Clinical Practice requires an Excellent rating in Clinical Activity and at least a Meritorious rating in Teaching, as well as documentation of a national reputation for excellence in clinical care, and evidence of ongoing achievement in area(s) of expertise. Scholarship is encouraged and will strengthen the applicant’s dossier.*

**Introductory Paragraph**

Begin with:

* Your name, current rank, and the rank you are applying for.
* Brief career summary, including academic training (institutions, degrees granted, and dates).
* A concise statement of your primary career focus.

**Clinical Activity**

**Rating: Excellent**

Describe your clinical responsibilities, effectiveness, and contributions, such as:

* Direct patient care activities and their impact.
* Development of new clinical protocols, guidelines, or innovative care models.
* Leadership or administrative roles in clinical settings.
* Contributions to healthcare advocacy and community-based participatory research.
* Efforts to address healthcare disparities.
* Awards or honors recognizing excellence in clinical care or leadership of professional societies.
* If applicable, document national or international reputation.
* Clinical scholarship.

**Teaching & Mentorship**

**Rating *(choose one)*: Excellent / Meritorious**

Highlight your contributions to education and mentorship, such as:

* Teaching effectiveness and summaries of evaluations from learners (actual evaluations will be part of your supplemental materials).
* Development of educational curricula or instructional materials.
* Mentorship of students, residents, fellows, or junior faculty (a table summarizing this should be in your CV or supplemental materials).
* Leadership roles or significant participation in education committees or training programs.
* Invited lectures, visiting professorships, and national educational presentations.
* Awards and recognition for teaching or mentoring excellence.
* If applicable, document your national or international reputation.
* Educational scholarship.

**Service & Institutional Contributions *(if applicable and not previously described)***

Summarize your contributions to service within the University, School of Medicine, and broader professional community, such as:

* Committee leadership and governance (institutional, national, and international).
* Advocacy work addressing institutional priorities, policy improvements, and faculty affairs.
* Editorial board and peer-review contributions to medical journals.
* Leadership in professional societies, government agencies, or specialty organizations.
* Contributions to institutional initiatives, such as patient care programs, curriculum development, faculty development, or well-being programs.

**Concluding Paragraph**

* Summarize key area(s) of impact.
* Highlight non-traditional career paths or unique contributions.
* Describe major areas of professional growth since your last promotion (if applicable).

*This document serves as your opportunity to present a compelling narrative of your professional journey and contributions. Ensure that your case for promotion is clear, well-documented, and supported by your CV and supplemental materials.*