



DATE

Re: Merit advancement/Promotion of FACULTY NAME.

Dear AVC:

The Department of **name** is commenting on the proposed merit/promotion action of Dr. **faculty name** from **Rank/Step** to **Rank/Step**. The departmental review and voting procedures, as approved by the Vice Provost-Academic Personnel were followed. **Describe Dept. voting procedure.** Of the **number (X)** Academic Senate members eligible to vote, **number (X)** voted in favor of 2.0 step increase, **number (X)** voted in favor of 1.5 step increase, **number (X)** voted in favor of 1.0 step increase, **number (X)** did not support the action, **number (X)** did not respond due to prior commitments and **number (X)** abstained due to conflict of interest. Of the **number (X)** Academic Federation members invited to comment, **number (X)** were in favor of this action.

Comments received include: *“List positive and negative comments”.*

Departments should have a policy about whether all comments will be used in the letter.

CLINICAL

Dr. **Faculty name** has (describe clinical locations served, clinical duties, innovation, improvements, efficiencies etc. in clinical activities). She is board certified in **(X)**. **Describe any notable activities and/or outstanding or unique certifications and modes of evaluation.**

RESEARCH

Since the candidate’s last action in **year**, Dr. **faculty name** has published **number (X)** journal articles (**X** as first author, **X** as Senior/Corresponding author), with **number (X)** in press. In addition, she has also published **number (X)** abstracts, with **number (X)** in press, and has given **number (X)** presentations during this review period. She has also filed **number (X)** U.S. Patent applications during this period. Several of her publications have been featured in high impact journals, including **describe any special attributes for papers, presentations etc.**

She has also garnered solid extramural grant funding as the Principal Investigator: **number (X)** NIH R01 grant, **number (X)** foundation, and **number (X)** industry grant

from **company**. She is also Co-Investigator on **number (X)** collaborative grants. She is actively pursuing additional funding and currently has **number (X)** pending grants.

Dr. **faculty name** is often called upon to serve as a reviewer for several leading journals in her field. During this review period, she has been invited to give **number (X)** seminars and **number (X)** presentations in **venues**. **Describe any special keynote, plenary or other special invitations.**

Since her last action in **year**, Dr. **Faculty name** has made excellent progress on several highly innovative projects. Dr. **Faculty name's** research projects are focused in **describe areas**. She is currently pursuing three major research areas, two of which are opening up exciting new research directions. Dr. **Faculty name** has strong interdisciplinary connections across campus and is engaged in developing new projects that will enable her to obtain external funding. This is a paragraph where impact and perspective can be added. Add descriptions where applicable about why is this important? How will this change practices in her discipline?

TEACHING

Dr. **Faculty name** has participated in substantial teaching including (describe bedside, laboratory, classroom, small group etc. teaching and teaching innovation). On teaching evaluations, she received average scores of **number (X)** on a scale of **number (X to X)**.

SERVICE (UNIVERSITY AND PUBLIC)

Describe **extramural** service (editorial boards, advisory boards member of consortia, committees, subcommittee, and as a member of describe activity). Describe reviewer duties and other activities as applicable. Describe community service/engagement.

At the level of the **University of California System**, (describe service for the UC system as applicable).

Within the **University of California Davis** (describe University wide service as applicable).

Within the **School of Medicine (SOM)**, (describe service for the UC Davis School of Medicine/Nursing/Health System as applicable).

Within the **Department/Division of NAME**, (describe service for the Department/Division as applicable).

PROFESSIONAL COMPETENCE

Address the faculty member's standing in her discipline. For example, reviewing activities, editorial board work, invitations to speak, honors and awards, etc.

CONTRIBUTIONS TO DIVERSITY

Dr. **Faculty name** has participated in activities to: 1) Increase the participation of historically under-represented groups in science/nursing/medicine. This could include involvement in outreach, tutoring, or other programs designed to remove barriers facing

women, minorities, veterans, people with disabilities or other individuals who are members of groups that been historically excluded from higher education. 2) Develop approaches for teaching, advising, and/or mentoring of students who are under-represented or under-served in higher education/academic medicine. 3) Utilize or develop of pedagogies that address different learning styles and/or learning disabilities. 4) Contribute to or lead research that contributes to understanding the barriers facing women and under-represented minorities in higher education/academic medicine or that otherwise contributes to diversity and equal opportunity, including production of scholarly works that reflects culturally diverse communities or voices under-represented in higher education/academic medicine. 5) Develop clinical care models, innovation or approaches that are intended to benefit underserved patients.

SUMMARY

In summary, Dr. **Faculty name** has performed effectively in all areas, with **outstanding performance in the *describe areas* if >1.0 step**. Thus, I fully support the Department's recommendation for a **1.0, 1.5, 2.0** step merit increase.

Sincerely yours,

NAME
Chair