[insert date]

Narmin Kassam, MD, MHPE, FRCPC, FACP

Professor and Chair

Department of Medicine

Faculty of Medicine & Dentistry

University of Alberta

# RE: Dr. [Your FirstName and LastName]

# Consideration for Promotion to [insert aspired rank]

Dear Dr. Kassam:

I have been with the Department of Medicine in the Division of [insert Division name] since [insert date when your initial clinical academic colleague appointment began – you may also wish to indicate when your most recent promotion took place, if applicable]. I understand that I am eligible for consideration of promotion to [insert the aspired rank]. I am submitting my request for your consideration.

My current position effort is distributed as follows [personalize as required]:

* \_\_% Clinical Service
* \_\_% Clinical Teaching
* \_\_% Teaching (Non-clinical)
* \_\_% Administration
* \_\_% Research [include if applicable to you]

I have summarized my accomplishments within the four pillars of education, clinical service, administration and research [put strongest area first], according to the criteria outlined in the Faculty of Medicine & Dentistry’s Procedure for Appointment, Promotion Criteria, and Appeals Process for Clinical Academic Colleagues (Clinical Faculty).

[Review the **criteria** listed in the [**FoMD Procedure for Appointment, Promotion Criteria, and Appeals Process for Clinical Faculty Members**](https://www.ualberta.ca/medicine/media-library/resources/faculty-affairs/appointment-procedure-and-promotions-criteria.pdf) for your aspired rank. This letter **must demonstrate how you have met the criteria during your current rank**. Identify your **significant accomplishments** and state clearly the evidence on which you believe you should be promoted. Assume that reviewers will not be familiar with your work or subspecialty. **Contextual information** is useful to help them understand and appreciate the **impact** of your achievements (this is particularly important for Associate Clinical Professor and Clinical Professor applications). Your letter should not exceed 5 pages.]

**Education (??% of effort)**

[Describe your activities and impact in this domain during the time in your current rank – you can change the order of the headings as appropriate for you.]

**Clinical Service (??% of effort)**

[Describe your activities and impact in this domain during the time in your current rank]

**Administration (??% of effort)**

[Describe your activities and impact in this domain during the time in your current rank]

**Research (??% of effort)**

[Describe your activities and impact in this domain during the time in your current rank]

Additional details can be found in my curriculum vitae and annual reports [and education dossier, if applicable] which are attached. I believe that I have met the criteria to be considered for promotion to [insert aspired rank] of Medicine.

Sincerely,

[ensure letter is Signed]

Dr. [Your FirstName LastName], MD, FRCPC

cc: Dr. [DD’s FirstName LastName], Director, Division of [insert Division name]

[The blue guidance text should be removed from your final letter]