DEPARTMENT EVALUATION "CHAIR LETTER" COMMENTS GUIDE*

*These examples are meant as suggestions and tips only, and are not meant to be exhaustive, nor are they specific to every case. Use this guide to help you identify activities on the CV and other packet materials that may be relevant for inclusion and comment in the departmental evaluation (aka Chair letter).

1.) TEACHING AND MENTORING

- List any relevant awards or honors and ask chair to comment on significance.

"Since his last review in 20XX, Dr. X received three significant teaching honors, including the 'Outstanding Student Educator Award', which is the premier health sciences graduate teaching honor in the U.S.

- Highlight any course or curriculum development, as well as any program administration

"Since 20XX, Dr. X has served as X program director and her recently developed curriculum for X has become the model for several institutions throughout the United States, including X & Y."

- Outstanding teaching reflected in formal teaching evaluations should be noted. If there is formal teaching on the CV there should be formal teaching evaluations included with the packet. If they are not available, this should be explained in the chair letter.

"Average overall course evaluation scores have been at least 4.5 out of 5 for two consecutive years."

- Any negative comments from students or trainees should be explained.

"The two negative teaching comments should be discounted because…..

Other relevant teaching activities may include:
- Advising and mentoring (including other faculty)

2.) RESEARCH AND CREATIVE ACTIVITY

- List competitive extramural support recently awarded and in submission.

"Dr. X's lab is currently funded by two NIH R01 grants and he has submitted an additional NIH R01 grant for review this year."

- Ask the chair to provide comments regarding the significance of the research activity.

"Her research has been groundbreaking and innovative, and has altered in a material way the management of X in Y disease"

- Quantify productivity by summarizing the publications and authorship. Were they first or senior author and how often? Ask the chair to comment on the quality of the publications.

The quality of the work is apparent from the number of high profile publications, including landmark papers published in the journals X, Y, and Z.

"Since 20XX, Dr. X was first author on 13 manuscripts published in the peer-reviewed journals X, Y and Z.".

Other relevant research related activities or contributions may include:
- Collaborative research contributions
- Role on research, such as principal investigator

3.) PROFESSIONAL COMPETENCE

- Summarize where the candidate has given talks or presentations, and who was the audience?
- Ask the chair to comment on the prestige or prominence of the venues within the field.

"Dr. X is highly regarded by his professional colleagues. Most notably in this regard, was his selection in 20XX as an invited speaker at the prestigious annual meeting of XYZ."

- Ask the chair to comment on unique or outstanding achievements.

"He is one of only six US-based academic XYZ surgeons who have ...."

Other relevant information or contributions related to professional competence may include:
- Grant reviewer
- Editorial / reviewer activities
- Professional capabilities (board certifications, trainees assessments and peer evaluations)

4.) UNIVERSITY AND PUBLIC SERVICE

- In addition to summarizing service activities, include leadership roles on committees.

"She served on two search committees, one for X and one for Y for which she served as the Committee's Chairperson."

- Include contributions to diversity whenever possible*.

"During the past two years, Dr. X co-chaired five campus-wide committees, including two in service to increasing diversity among ....."

Avoid identifying the candidate's ethnicity, race, religion etc…Contributions to diversity should not be confused with how their own minority status contributes to the affirmative action goals of the department.

Other relevant information or contributions related to service may include:
- Departmental / programs
- School-wide
- System-wide
- Professional society or publication service
- Community / public service