Chair’s letter for Community Professional Service (Fixed Term Track):

I. Introduction
   a. Reason for the recommendation letter (appointment or promotion including current rank and the new rank with Modifier of adjunct, clinical or research included). Include secondary appointments if applicable.
   b. Proposed effective date
   c. Reason for the appointment/promotion (research, clinical activity, teaching, administration or community professional service)
   d. Vote of assembled full professors (format of “x in favor of, x opposed to and x abstain”)
      i. Any negative votes and/or abstentions explained
   e. Contingency statement

II. Education and employment history

III. Information regarding the candidate’s accomplishments in community professional service

IV. Information regarding the candidate’s publications

V. Information regarding the candidate’s funding

VI. Information regarding the candidate’s clinical activity (if applicable)

VII. Information regarding the candidate’s teaching activities
   a. Invited presentations, talks, seminars, etc. to peers
   b. Actual teaching activities to trainees

VIII. Administrative appointments (if applicable)

IX. Awards (if applicable)

X. Professional Service activities

XI. Conclusion

An example of this area of excellence is below.
July 10, 2013

William L. Roper, MD, MPH
Dean, School of Medicine
Vice Chancellor for Medical Affairs
CEO, UNC Health Care System
CB #7000, 4030 Bondurant Hall
The University of North Carolina at Chapel Hill
Chapel Hill, NC 27599

Re: Promotion of [Redacted] RN, MSN, C-ANP from Clinical Assistant Professor of Neurology (fixed term) to Clinical Associate Professor of Neurology (fixed term)

Dear Dean Roper:

I write to propose enthusiastically the promotion of [Redacted] RN, MSN, C-ANP from Clinical Assistant Professor of Neurology (fixed-term) to Clinical Associate Professor of Neurology (fixed-term) effective October 9, 2013. This recommendation has the unanimous support of the full professors in the Department of which 10 were in favor, none opposed and none abstaining. Continuation of service for this appointment is contingent upon continuing availability to the Department of Neurology of supporting funds from sources other than continuing state budget funds or permanent trust funds. Ms. [Redacted] qualifications for promotion are based on excellence in community professional service.

[Redacted] received her BSN in 1983 and her MSN in 1992, both from the University of North Carolina at Chapel Hill. She worked in various clinics in the area until she was hired as a nurse practitioner in the UNC HIV clinic in 1987. In 2003, she was recruited as a clinical instructor to the Department of Neurology to join our stroke program. She was promoted from Clinical Instructor to Clinical Assistant professor of Neurology in 2006.

Ms. [Redacted] has a long and distinguished record of community service as a caregiver, advocate and educator first for patients with HIV and more recently for those with stroke. She has served on the Board of Directors of several AIDS community organizations. She has worked closely with the Carrboro Town Council and citizens to develop the Orange County Community Residence for the homeless HIV-positive individuals. She was instrumental in the development and growth of the UNC HIV clinic to a five day per week operation with a multidisciplinary case management team. She served as a representative to the UNC Chancellors Task Force on AIDS for 10 years. In 2003, she turned her considerable talents into improving the care of stroke patients in North Carolina. Since her promotion to Clinical Assistant Professor in 2006, she has served as a reviewer for both Basic and Comprehensive Stroke Center certification for The Joint Commission. From 2008-2010, she served as Education Chair for Triangle Chapter American Association of Neuroscience Nurses. With grants from the North Carolina Stroke Care Consortium, she developed an on-line nursing program which covers management and prevention of stroke. This was offered through the UNC School of Nursing. She has developed an EMS performance improvement website that provides performance information and feedback on stroke patients that are brought to UNC. In 2012 she spearheaded the effort here at UNC that resulted in our certification as the
15th American Heart Association/Joint Commission certified Comprehensive Stroke Center in the nation and the first in the southeast.

Her teaching efforts have included community education of patients’ families, nurses and emergency medical technicians. In addition to the programs noted above, she has organized community education programs in Durham, Chapel Hill, Pittsboro, Sanford and Greenville. She has provided education to nurses and emergency medical technicians in Orange, Durham, Wake, Alamance and Nash counties. She helped to found a Stroke support group in Sanford.

Ms. has strong support for her promotion from both external and internal sources. Kim Woodward, EMS Operation Manager for Orange County notes that she has “worked closely with the Orange County Emergency Medical Services to improve acute stroke care” and that she “has provided and facilitated Stroke continuing education for Orange County paramedics for the past ten years.” Sylvia Coleman, Manager of the North Carolina Stroke Care Collaborative states that she has provided education, training and consultation to the North Carolina Stroke Care Collaborative and it’s participating hospitals and that her leadership in this area is recognized across the state. Souvik Sen, MD, MPH, Professor and Chair of the Neurology Department at the University of South Carolina strongly recommends her for promotion to Clinical Associate Professor noting that she has had significant positive engagement outside the traditional scholarly community with the novel educational programs that she has developed and received outside funding to support. David Huang, Associate Professor of Neurology at UNC, also strongly supports her promotion noting in her creation of a Community Board of Advisors for the UNC Stroke Center and her close relationship with EMS service in the surrounding counties. Myron Cohen, MD, J. Herbert Bate Distinguished Professor and Associate Vice Chancellor for Global Health, recommends her promotion without reservation noting her impressive range of accomplishments and her talent for collaboration and bringing people together.

In all of her endeavors, Ms. has demonstrated initiative, clear thinking, hard work and results. She independently identifies problems, creates and implements plans for their solution. She is unfailingly professional and personable in all her activities. She is adept at working with health professionals, community representatives, patients and their families. She has demonstrated repeatedly how she can successfully engage the community outside our campus to improve medical care in our state. I enthusiastically and whole heartedly recommend her promotion to Clinical Associate Professor of Neurology.

Sincerely,

William J. Powers, MD

William L. Roper, MD, MPH
Dean, School of Medicine