Chair’s letter for Research (Fixed Term Track, with Secondary Appointment):

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 research

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.
May 12, 2014

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

Dear Dr. Roper:

Due to excellence in research, we are writing to recommend the promotion of Dr. [redacted] from Research Assistant Professor to Research Associate Professor in the Departments of Medicine (primary appointment) and Cell Biology and Physiology (secondary appointment) effective September 1, 2014. Dr. [redacted] also holds a secondary appointment in the Department of Biomedical Engineering as an Adjunct Assistant Professor and that appointment will remain unchanged. The Full Professors in the Department of Medicine have been consulted and approve the promotion with 33 voting in favor, 0 abstaining, and 0 in opposition. The Full Professors in the Department of Cell Biology and Physiology have been consulted and approve the promotion with 16 voting in favor, 0 abstaining, and 0 in opposition. This position and the continuance of Dr. [redacted] employment are contingent upon the continued availability of funding from sources other than continuing state budget funds or permanent trust funds. Specifically, Dr. [redacted] will be required to generate from patient care revenues and/or research funding sufficient funds to cover his total compensation.

Dr. [redacted] received his B.S. degree in Chemistry/Biochemistry from the University of California at San Diego in 1992 and his Ph.D. degree in Genetics and Molecular Biology from the University of North Carolina at Chapel Hill in 1999. He completed a series of Postdoctoral Fellowships at UNC-Chapel Hill in 2006 when he was appointed as a Research Assistant Professor in the Department of Medicine. In 2010, he obtained a secondary appointment as an Adjunct Assistant Professor in the Department of Biomedical Engineering and in 2011 he obtained a secondary appointment as a Research Assistant Professor in the Department of Cell Biology and Physiology.

Dr. [redacted] research interest is in the area of intestinal stem cell research, particularly, defining and characterizing the populations of stem cells in the gastrointestinal tract. His laboratory focuses on understanding the genetic control of small intestine and colon epithelial stem cells (IESCs). His studies focus on the role of transcription factor SOX9, which he has demonstrated differentially marks stem, transit-amplifying progenitors and enteroendocrine cells in a dose-dependent manner. He has hypothesized that SOX9 controls IESC biology by maintaining proliferative capacity and IESC anchoring to the niche. Dr. [redacted] has ongoing R01 funding to support these research endeavors.
Dr. research includes a translational component—the creation of engineered intestinal tissues. He has devised ways of growing submucosa and mucosa on bioengineered scaffolds, and is using these tissues for transplantation as an intervention for disease/injury. In addition, he has embarked on generating the first large transgenic animal (pig) model to test these IESC-based therapies. In this model a fluorescent reporter gene will mark IESCs in cloned pigs that are generated by somatic cell nuclear transfer. Dr. is collaborating with chemists, bioengineers, and surgeons to explore the feasibility of cell-based therapies for conditions such as necrotizing enterocolitis, and massive bowel loss due to resection or chronic inflammatory diseases.

Dr. publication record is quite impressive. In his enclosed curriculum vitae he lists more than 30 publications in high impact scientific journals including *PloS One*, *Gastroenterology*, *Stem Cells*, and *Nature*. He appears as lead author or senior author on many of these publications.

Garnering grant funding to support his research is an area that Dr. has been successful. He is currently Principal Investigator of an R01 through the National Institute of Diabetes and Digestive and Kidney Diseases, Principal Investigator of a grant through the North Carolina Translational and Clinical Sciences Institute, and Principal Investigator of a Bristol-Meyers Squibb Innovation Grant. He is also co-Investigator on two R01 grants and one U01 grant through the National Institute of Diabetes and Digestive and Kidney Diseases.

Contributing to the teaching mission of the University is extremely important to Dr. His teaching activities have mainly focused on research training to a number of postdoctoral fellows, graduate students, medical students, and undergraduate students. As his students join his laboratory, he conducts one-on-one didactic sessions introducing each one to his research and specifically to the project each is assigned. These sessions are then followed by lab training where he demonstrates techniques required for the project. He then works side-by-side with each student during initial experiments. When his students have generated significant data, they present their research at the GI stem cell group lab meeting. His students always give excellent presentations and are well prepared to answer questions. Many of his students have published papers from research completed in his laboratory (some of whom are first author), many have succeeded in securing funding to support their research, and many have gone to graduate and medical school at high ranking institutions. A complete list of Dr. mentees is documented in his curriculum vitae.

Dr. success as a researcher has been recognized by many invitations to speak at conferences nationally and internationally including France, Australia, and London on a variety of topics related to stem cell research. In the summary evaluating his teaching activities, Dr. Nicholas Shaheen, Chief of the Division of Gastroenterology and Hepatology, refers to Dr. Shaheen also states “He is an engaging and accomplished teacher. His lectures are organized, lucid, and interesting. His is able to explain complex topics in clear terms. He has great presence and grabs the audience’s attention.”

Dr. is also active in professional service activities. He currently serves on the Carolina Medical Student Research Program Study Section and he is a Faculty Advisor for the International Genetically Engineered Machine Team at UNC as well as a Faculty Advisor for the Men’s and Women’s Water Polo Teams here. He also serves on the Biological and Biomedical
Dr. Shaheen has enthusiastically recommended Dr. [redacted] promotion based on excellence in research and we are completely supportive of this recommendation. In the letter of recommendation from Dr. P. Kay Lund, Sarah Graham Kenan Professor of Cell Biology & Physiology, Pediatrics and Nutrition at UNC, she states, “In summary, Dr. [redacted] epitomizes every attribute needed to become a successful investigator and leader. He has creativity, drive, intellectual and practical skills and a unique multidisciplinary background. He is an incredible team player. He is proving to be an inspiration to trainees who are clamoring to be in his lab.”

“He is absolutely deserving of this promotion, and I recommend this with highest enthusiasm.” Dr. Kim E. Barrett, Professor of Medicine at the University of California, San Diego, states “In closing, therefore, this was an easy letter to write because Dr. [redacted] is evidently excelling across all domains of faculty responsibility. He has developed an important, independent and well-funded research program, is clearly a passionate and effective teacher, and an exemplary colleague in terms of University and public service. I believe he would comfortably qualify for a promotion similar to that proposed at my own institution, and I therefore commend him to you for advancement to the rank of Research Associate Professor in the strongest possible terms.”

In summary, Dr. [redacted] serves as a role model for a highly productive, highly valued faculty member. We feel that he is an outstanding candidate for promotion to Research Associate Professor and hope that the Promotions Committee will agree.

Sincerely,

Marschall S. Runge, M.D., Ph.D.        Kathleen Caron, Ph.D.
Professor and Chair                   Professor and Chair
Department of Medicine                Department of Cell Biology & Physiology

APPROVED:  ____________________________________________________________
William L. Roper, MD, MPH
Dean, School of Medicine
Vice Chancellor for Medical Affairs
CEO, UNC Health Care System