

**Chair's letter for Clinical Scholarship (Tenure/Tenure Track):**

- I. Introduction
  - a. Reason for the recommendation letter (appointment or promotion including current rank and the new rank). Include secondary appointments if applicable.
  - b. Proposed effective date
  - c. Reason for the appointment/promotion (research, clinical scholarship or educational scholarship)
  - d. Vote of full professors
    - i. Any negative votes and/or abstentions explained
  - e. Contingency statement
- II. Education and employment history
- III. List of individuals/titles who wrote letters of recommendation (for tenure/tenure track letters ) and state which ones are independent letters provided by the chair which are independent letters provided by the candidate
- IV. Information regarding the candidate's accomplishments in clinical research (proving a national reputation for tenure/tenure track faculty appointments)
- V. Information regarding the candidate's publications
- VI. Information regarding the candidate's funding (if applicable)
- VII. Information regarding the candidate's clinical accomplishments
- VIII. Information regarding the candidate's teaching activities
  - a. Invited presentations, talks, seminars, etc. to peers
  - b. Actual teaching activities to trainees
- IX. Administrative appointments (if applicable)
- X. Awards (if applicable)
- XI. Professional Service activities
- XII. Conclusion

Below is an example of this outline for reference purposes.

Place on Dept Letterhead

July 31, 2014

William L. Roper, M.D., MPH  
Dean, School of Medicine  
Vice Chancellor for Medical Affairs  
CED, UNC Health Care System  
University of North Carolina at Chapel Hill  
4030 Bondurant, CB# 7000  
Carolina Campus

Dear Dr. Roper:

I am writing to recommend the appointment of Dr. [REDACTED] as Associate Professor on the tenure track in the Department of Medicine, effective December 1, 2014 through November 30, 2019. She is being recommended for appointment based on her excellence in clinical scholarship. The Full Professors in the Department of Medicine have been consulted and they have voted thirty-eight in favor, none against, and no abstentions. This position and the continuance of Dr. [REDACTED]'s employment are contingent upon the continued availability of funds 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 her total compensation.

Introduction  
a. Reason for the recommendation letter (appointment or promotion including current and new rank). Include secondary appointments if applicable.  
b. Proposed effective date  
c. Reason for appointment/promotion (research, clinical scholarship or educational scholarship)  
d. Vote of assembled full professors (format of "x in favor of, x opposed to and x abstain")  
- explain any negative votes and/or abstentions  
e. Contingency statement

Education and Employment History

Dr. [REDACTED] received her B.A. degree in English (1994) from the University of California, Los Angeles, M.D. degree (1998) from the University of Virginia School of Medicine, and M.P.H. degree in Epidemiology (2003) from the University of North Carolina at Chapel Hill School of Public Health. She completed her Residency in Medicine at Stanford University (1998-2001) At the University of North Carolina at Chapel Hill, she has completed an Infectious Diseases Fellowship (2001-2004), been a Clinical Assistant Professor of Medicine (2004-2011), and is currently a Clinical Associate Professor of Medicine (2011-present).

List of individuals/titles who wrote letters of recommendation and state which ones are independent letters provided by the chair and which are independent letters provided by the candidate

We have received letters of recommendation from Dr. Alan E. Greenberg, Professor and Chair, Department of Epidemiology and Biostatistics at the George Washington University School of Public Health and Health Behavior and Director, District of Columbia Developmental Center for AIDS Research; Dr. Gary W. Harper, Professor of Health Behavior and Health Education at the University of Michigan School of Public Health; Dr. Dianne M. Rausch, Director, Division of AIDS Research, National Institute of Mental Health, National Institutes of Health; Dr. Robert H. Remien, Center Director, HIV Center for Clinical and Behavioral Studies, Professor of Clinical

Psychology (in Psychiatry) at the College of Physicians and Surgeons, Columbia University; Dr. John W. Sleasman, Professor and Chief, Division of Allergy and Immunology at Duke University School of Medicine; and Dr. Patrick Sullivan, Professor of Epidemiology, Emory University, Rollins School of Public Health.

Official letters are from Drs. Dianne Rausch and Robert Remien, and these letters were requested on behalf of the Chair from names recommended to him by Dr. Myron Cohen, Chief of the Division of Infectious Diseases, and the letters from Drs. Gary Harper and Patrick Sullivan are from names given to us by the candidate. Three of the official letters are from faculty members at major academic medical centers who are known throughout the country as leaders in their field. The fourth official letter is from Dr. Dianne Rausch, Director of the Office on AIDS at the National Institutes of Health and a leading expert on biomedical and behavioral research designed to help develop a better understanding of the biological and behavioral causes of HIV infection and more effective mechanisms for the diagnosis, treatment, and prevention of AIDS; therefore, her recommendation for Dr. [REDACTED]'s appointment to a tenure track position as Associate Professor should be highly regarded. All letters are highly supportive of Dr. [REDACTED] for an appointment as Associate Professor.

Information regarding the candidate's accomplishments in clinical research (proving a national reputation for tenure/tenure track faculty appoint-

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**Research:** Dr. [REDACTED]'s research has focused on both primary and secondary prevention interventions for HIV-infected and uninfected young Black MSM (BSMS). She has been consistently funded on federal grants in the area of primary and secondary HIV prevention research. Her interest in working and serving young MSM of color began early in her career as a Fellow in Infectious Diseases at the University of North Carolina at Chapel Hill when she led the outbreak investigation that identified the first novel cluster of increased cases of HIV infection among Black men attending college on North Carolina campuses. As a result of these findings, she was the Principal Investigator (PI) on a five-year, multi-site, Health Resources and Services Administration (HRSA), Special Projects of National Significance (SPNS) funded initiative to identify, test and enroll in care services young MSM of color infected with HIV. The goal of the project was to create an innovative model of outreach, linkage to care and retention in care for men in this population. The University of North Carolina at Chapel Hill was one of eight sites from around the country awarded this grant. Recently Dr. [REDACTED] has been awarded a second Health Resources and Services Administration grant, Special Projects of National Significance grant entitled "Enlaces por la Salud: HIV Outreach, Linkage and Retention in Care for Mexican MSM and Transgender Women. The University of North Carolina at Chapel Hill is one of ten project sites, and is the only site located in the Southeastern United States. She has been the recipient of a K23 Career Development Award to design a tailored, theory-based interactive HIV/STI prevention website for young BSMS. She conducted preliminary satisfaction, content acceptability, usability and efficacy testing of the novel mobile phone and internet based intervention website, HealthMpowerment.org (HMP). Dr. [REDACTED] is the recipient of an RO1 entitled "HealthMpowerment.org: A novel internet and mobile phone intervention for young black men who have sex with men." This award will allow her to further

optimize HealthMpowerment.org and to test its efficacy in a statewide randomized controlled trial that aims to increase safer sex behaviors among HIV+ and HIV- young Black MSM (YBMSM). Also, she has been actively engaged in clinical research on pre-exposure prophylaxis (PrEP) for the past three year. She is currently the Principal Investigator on two PrEP-related grants sponsored through the HIV Prevention Trials Network (HPTN), and focusing on MSM. Dr. [REDACTED] is an active member of the Behavioral Group within the Adolescent Trials Network, where she is involved in a range of protocols focused on adolescents and young adults living with HIV.

Information regarding the candidate's publications

Dr. [REDACTED] has over seventy publications including book chapters, refereed articles and abstracts. Her articles have appeared in important journals including *Sexually Transmitted Diseases*, *Journal of Clinical Virology*, *AIDS Care*, *Journal of Acquired Immune Deficiency Syndrome*, *American Journal of Public Health*, and *New England Journal of Medicine*.

Insert a paragraph here for information regarding candidate's funding (if applicable)

### **Clinical**

Dr. [REDACTED] is Board Certified in Internal Medicine and in Infectious Diseases. She is an expert in the management of patients who have been infected with HIV. She sees patients one day a week within the UNC Infectious Diseases Clinic, and her patient care focuses on the care of HIV-infected young ethnic/minority MSM by HIV. She is dedicated to improving the care provided to HIV-infected MSM of color as well as the prevention of further transmission of HIV among these men in North Carolina. Dr. [REDACTED] attends yearly on the Infectious Diseases Inpatient Service and the Infectious Diseases Consult Service.

Information regarding the candidate's clinical accomplishments

### **Teaching:**

As an educator and one of the key clinical faculty in the Division of Infectious Diseases, Dr. [REDACTED] has been actively engaged in mentoring and teaching medical students, graduate students, residents, and Infectious Diseases fellows. As an attending on the Infectious Diseases Inpatient Service, Infectious Diseases Consult Service and in the Infectious Diseases Clinic, she teaches medical students, residents, and fellows. She serves as an Instructor for the Infectious Disease Fellows Core Curriculum—a series of lectures that provides an overview of basic infectious disease principles for first year fellows. She is a mentor for many of our young female fellows who are working to balance careers and family obligations, and she is a great role model for them in this arena. She was elected to serve as a member of the Medical School Advisory College. In this role, she provided guidance and counseling to medical students in order to help them achieve success as a physician.

Information regarding the candidate's teaching activities  
a. invited presentations, talks, seminars, etc to peers  
b. actual teaching activities to trainees

Dr. [REDACTED] has involved mentees in her research projects. She has mentored medical students, graduate students, postdoctoral fellows, and new faculty. Fellows she has mentored have developed successful independent research careers, and she has helped them write grants, papers, and abstracts for presentations at regional and national conferences. She has worked closely with graduate students in the School of Public Health to develop research ideas, conduct

studies and analyze data. She has served on thesis committees for students in both the Department of Epidemiology and the Department of Health and Human Behavior.

Dr. [REDACTED] is frequently invited to present at research conferences, grand rounds, and within medical schools and schools of public health. She is recognized as one of the regional and national thought leaders in the care of MSM. She provides educational services throughout the State of North Carolina and has worked to educate the community on the importance of early HIV diagnosis and timely linkage to care. The service mission of the Division of Infectious Diseases, the Department of Medicine, and the School of Medicine to the State is substantially affected by the contributions Dr. [REDACTED] makes to our community.

Professional Service Activities

In addition to her research, clinical, and teaching responsibilities, Dr. [REDACTED] has been active in professional service activities nationally and within UNC-CH. She has served on grant review panels for the National Institutes of Health and for the Center for Diseases Control. Since 2006, she has served on the Editorial Board for the journal *Sexually Transmitted Diseases*. In addition, she serves as a peer reviewer for the following journals: *JAIDS, AIDS and Behavior, Lancet, Journal of Adolescent Health, American Journal of Public Health, AIDS Care, Culture, Health and Sexuality, Journal of Medical Internet Research, Journal of Health Communication, and Journal of Homosexuality*. Within UNC-CH, she currently serves as Faculty Advisor for Infectious Disease Interest Group and Faculty Advisor for Health Sciences LGBTQ Alliance. Previously she has served as an Elected Member of the University Faculty Council as well as the Medical School Advisory College.

Dr. [REDACTED] has attained national and international recognition for her research and clinical expertise focused on HIV care and innovative prevention for a population that remains highly vulnerable to HIV infection, young MSM of color. Dr. Alan Greenberg writes “Dr. [REDACTED] has enjoyed substantial success as a publishing author and in her pursuit of federal funding, and I would rate her scholarly contributions as excellent.” “In summary, in the nine years she has served as a Clinical Assistant and Associate Professor at UNC, Dr. [REDACTED]’s contributions to clinical practice and education, scholarship, and professional and university service are in my view excellent. Her research is both innovative (e.g. internet based HIV prevention interventions) and addresses high priority high risk populations (young MSM of color). She has developed an impressive body of work during her years at UNC, and I would expect that her career will continue to develop in the years ahead. Accordingly, I believe her achievements warrant an appointment as Associate Professor on the tenure track.” Dr. Gary Harper states in his letter “Dr. [REDACTED] is viewed already as an expert in issues related to HIV among Black YMSM, and has introduced some of the most novel and innovative approaches to using mobile technology to deliver both primary and secondary prevention interventions to these young men. Dr. [REDACTED] has explored a range of factors that other researchers have typically not explored with regard to HIV sexual risk and protection among Black YMSM, and works to translate her findings into clinical practice and intervention.

Her research demonstrates her impressive ability to conceptualize creative and innovative research studies, and then implement them in such a manner that she is able to help the field have a fresh new perspective on issues of sexual health, HIV/AIDS and STIs among Black YMSM.” Dr. Dianne Rausch writes “In addition to the multiple scientific contributions she has achieved through research grants, Dr. [REDACTED] has adeptly combined her expertise in medicine with her growing proficiency in behavioral and social science to become a leader in interventions for adolescents and young adults at high risk for HIV infection or living with HIV. Her keen understanding of the many complexities of interacting with this population has driven her to become highly competent around the use of social media and mHealth in the provision of HIV prevention and care interventions for adolescents and young adults. She is seen as one of the major experts in this area and is frequently selected as one of the top choices for participation in workgroups and agenda-setting meetings on the use of novel strategies to reach and engage high risk adolescents using technology.” Dr. Robert Remien states “She is well-known throughout the HIV prevention field as an expert in the development of technology related interventions with a specific focus on young men who have sex with men (MSM). She also has the reputation of being someone that others choose to collaborate with due to her positive personality and collegial spirit. She is very well respected by other researchers as well as community members and advocates, and is highly sought after to participate in professional meetings, consultations, and grant and journal reviews.” Dr. John Sleasman writes “Dr. [REDACTED] has used her unique expertise to become actively engaged in the national agenda to curtail the HIV epidemic.” “Finally, and perhaps most importantly, Dr. [REDACTED] is an outstanding clinician and role model. Few individuals have the personal skills to be able to engage and earn the trust of disenfranchised youth. Her special bond with her patients and her capacity to get them involved in clinical research is well recognized among the HIV medical community. These skills are underappreciated by many academicians. I would enthusiastically recommend Dr. [REDACTED] for Associate Professor with tenure at our institution. She will continue to be an important leader in the quest to curtail the HIV epidemic worldwide.” Dr. Patrick Sullivan states “There is no question that Dr. [REDACTED] meets a standard of excellence in her research, teaching and service, as documented in her curriculum vitae. On this basis, I would enthusiastically recommend Dr. [REDACTED] for appointment as Associate Professor.”

Conclusion

In summary, Dr. [REDACTED] has demonstrated that she is a productive and active young academic physician scientist who has achieved a local, statewide, national and international reputation. She has established herself as an expert on HIV care and innovative prevention for a population that remains highly vulnerable to HIV infection, young MSM of color. Just as important is the role she fulfills as a model for young physicians in training, especially for females. She is an excellent clinician/teacher and clinical investigator, who has been instrumental in helping to place UNC-CH nationally at the top of HIV and sexually transmitted infections clinical research. Dr. Myron Cohen, Chief of the Division of Infectious Diseases and


William L. Roper, M.D., MPH  
July 31, 2014  
Page 6

Associate Vice Chancellor for Global Health and members of the Search Committee has enthusiastically recommended Dr. [REDACTED] for appointment as Associate Professor.

I am in complete agreement with Dr. Cohen's recommendation and feel strongly that Dr. [REDACTED]'s achievements locally, nationally, and internationally qualify her for an appointment as an Associate Professor of Medicine on the tenure track. I hope you will approve my recommendation.

Sincerely,

Signature line for Dept Chair(s)



Marschall S. Runge, M.D., Ph.D.  
Professor and Chair  
Department of Medicine

Include Dean's Signature line  
(signed by SOM HR)



APPROVED: \_\_\_\_\_  
William L. Roper, M.D., MPH, Dean of the School of Medicine,  
Vice Chancellor for Medical Affairs, and CEO, UNC Health Care System