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:

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
- e. Contingency statement

I am writing to recommend the appointment of Dr. 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. seemloyment are contingent upon the continued availability of funds from sources other than continuing State budget funds or permanent trust funds. Specifically, Dr. will be required to generate from patient care revenues and/or research funding sufficient funds to cover her total compensation.

Education and Employment History

Dr. 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

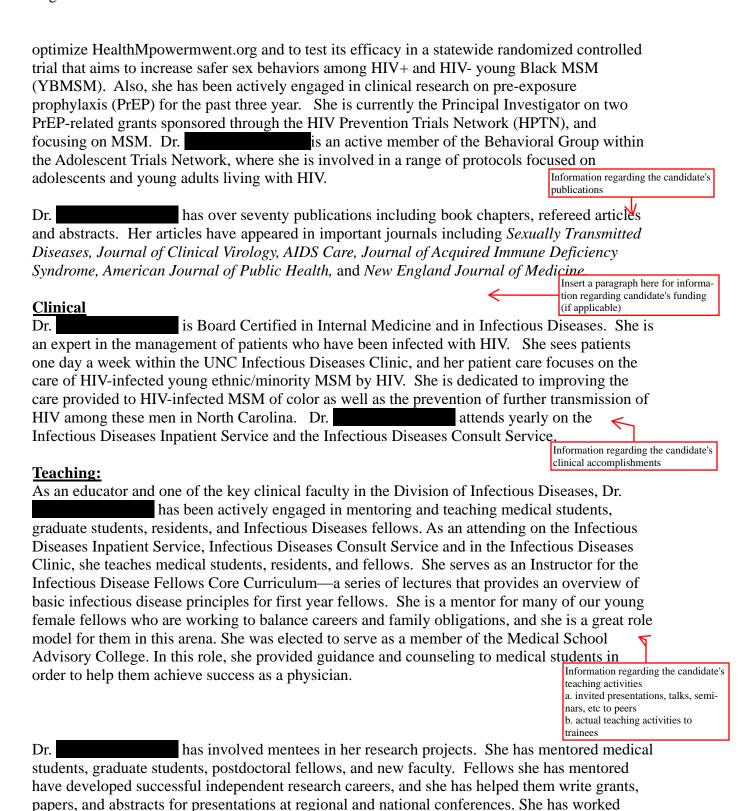
We have received letters of recommendation from Dr. Alan E. Greenberg, Professor and Chair, Department of Epidemiology and Biostatistics at the George Washington University School of Public Health and Health Behavior and Director, District of Columbia Developmental Center for AIDS Research; Dr. Gary 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.

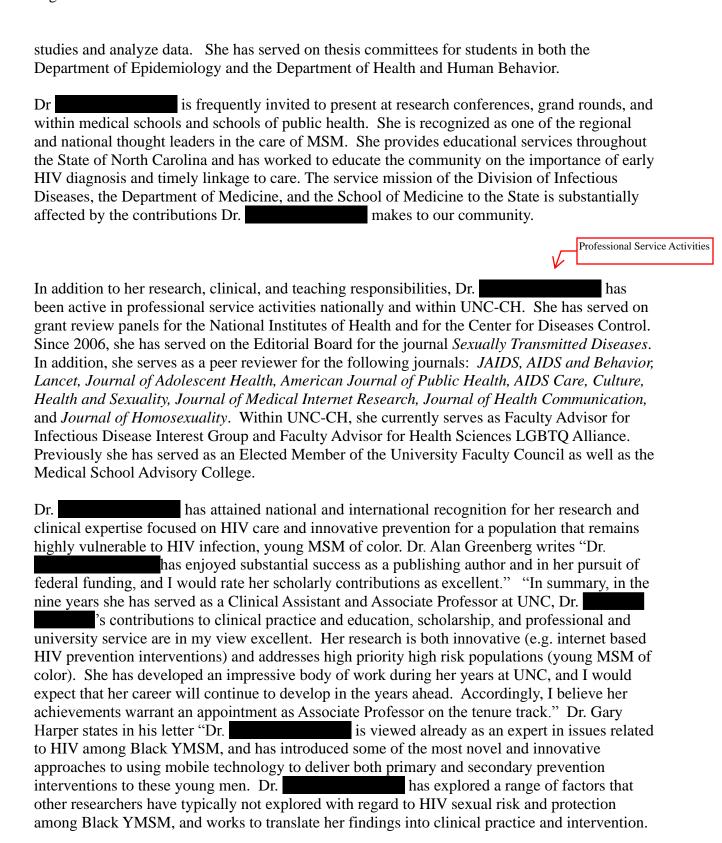
Official letters are from Drs. Dianne Rausch and Robert Remien, and these letters were requested on behalf of the Chair from names recommended to him by Dr. Myron Cohen, Chief of the Division of Infectious Diseases, and the letters from Drs. Gary Harper and Patrick Sullivan are from names given to us 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. All letters are highly supportive of Dr. Information regarding the candidate's

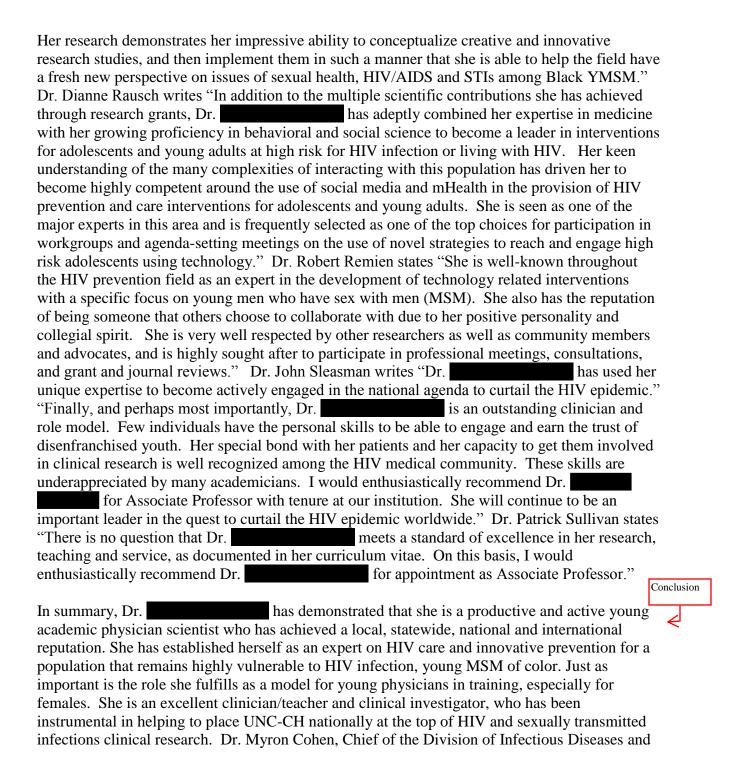
Research: Dr. sresearch has focused on both primary and secondary prevention interventions for HIV-infected and uninfected young Black MSM (BSMS). She has been consistently funded on federal grants in the area of primary and secondary HIV prevention.

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. 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. 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



closely with graduate students in the School of Public Health to develop research ideas, conduct





Associate Vice Chancellor for enthusiastically recommended Professor.	Global Health and members of the Search Comm Dr. for appointment as A	
's achievem	th Dr. Cohen's recommendation and feel strongly nents locally, nationally, and internationally quality rofessor of Medicine on the tenure track. I hope y	fy her for an
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