Date

Jean R. Sumner, MD, FACP

Dean

Professor of Internal Medicine

Mercer University School of Medicine

1550 College St.  Macon, GA 31207

O:478-301-4022

Sumner\_jr@mercer.edu

Dear Dr. Sumner,

Please accept my application for promotion to (associate professor, professor) of (discipline e.g., Internal Medicine) at Mercer University School of Medicine. My appointment as (assistant professor, associate professor) at the School of Medicine began on (date). I believe I have satisfied all of the requirements for promotion to (associate professor, professor) on the clinical (add track) promotion track. Below I highlight my major accomplishments in each required domain for your review.

Clinical practice

Describe here your major accomplishments in clinical practice using the quantitative and qualitative table as a guide. Emphasize/highlight your work with MUSM medical students and MUSM residents.

Teaching, mentoring, and advising

Describe here your major accomplishments in teaching, mentoring, and advising using the quantitative and qualitative table as a guide. Emphasize/highlight your work with MUSM medical students and MUSM residents.

Scholarly activity and scholarship/research

Describe here your major accomplishments in scholarly activity and scholarship using the quantitative and qualitative table as a guide. Emphasize/highlight your scholarship/research with MUSM medical students and MUSM residents - you must make this clear in your application by including student and resident names.

Service

Describe here your major roles in institutional, academic/professional service, and community service/outreach using the quantitative and qualitative table as a guide. Emphasize/highlight any service on MUSM committees.

Thank you for the opportunity to serve as a faculty member at the School of Medicine. I look forward to continuing to educate the next generation of Georgia physicians.

Sincerely yours,

Signature

Name

Titles

Contact information