

**SAMPLE NOMINATION LETTER**  
**DEAN'S EXCELLENCE IN TEACHING AWARD**

It is with great pleasure that I would like to recommend Dr. Jane Smith, Clinical Assistant Professor for the Alpert Medical School **Dean's Excellence in Teaching Award**. Dr. Smith came to us after significant teaching experience in her residency and fellowship. She has proven to be an excellent teacher and a wonderful asset to our clinical faculty.

She graduated with High Honors and High Distinction with an M.D. with Alpha Omega Alpha honors. She completed two years of training in 1998 and completed her residency and fellowship in 2002. She was selected to be Chief Resident and won several honors.

During her residency and fellowship, she distinguished herself with a large and ongoing medical education teaching commitment. Although part of this effort was a component of her Chief Resident administrative and teaching role, she initiated these activities early in her residency and continued them throughout all her years of training. She was acknowledged for her remarkable contribution with the Teaching Resident Award in both 1999 and 2000.

She joined our department as Division Director of the outpatient program in January, 2000. She immediately began a large teaching responsibility, including supervising one resident and one fellow in her rotation, supervising two fellows for the outpatient program and supervising a fellow at her afternoon clinic, while teaching several seminars. Subsequently, she has been appointed as the head of the outpatient department. In this capacity she dramatically reorganized the outpatient rotation experience for the residents and fellows. This was long overdue and the trainees have been exceedingly pleased with the changes and have increased their teaching within the Outpatient Department.

Additionally, Dr. Smith is playing a leadership role in developing increasing opportunities for the medical student years. She has at least one or two fourth year medical students a year for their longitudinal experience. She is coordinating the medical students on their clerkship. This is a relatively new endeavor, and we are pleased that she has taken this responsibility on, as she has brought much energy, ideas and oversight.

As described above, Dr. Smith currently performs multiple roles in teaching medical students, fellows and residents. She leads a course for trainees. She is a longitudinal supervisor to two Alpert Medical School students who spend a half a day a week for 6 months. Also, she is the "core supervisor" for a first year fellow. In that capacity she meets weekly providing supervision as all was mentoring. Dr. Smith also has a second year fellow that has worked with her for a year in her management clinic a half day per week. In that role, she supervises a more senior trainee at issues surrounding treatment, prescribing medications and mentoring with a focus on career development.

In conjunction with the curriculum committee, she has worked to develop the outpatient training education for the first and second year fellows and fourth and fifth year triple board residents. For the first year fellows, she teaches weekly focusing on developing skills and transitioning techniques. Lastly, as a Director, she works approximately 20 hrs/week with fellows and triple board residents. In this clinic, the trainees participate in a multi-disciplinary evaluation and initiate treatment with a systemic approach using individual therapy and medication management. Further, the importance of collaboration with schools and agencies is emphasized and the skills to interface with multiple agencies are developed during this rotation.

As you will see from her evaluations, she is an excellent mentor and supervisor. She is consistently one of the favorites amongst first year fellows and her development and reorganization of the department has led to much more educationally based outpatient experience for the trainees. Based upon her reputation from the last few years, she is a highly sought after teacher for each academic year. Quite simple, she is excellent!

I highly recommend Dr. Smith for a Dean's Excellence in Teaching Award. Thank you for your consideration.