

**GUIDANCE FOR THE NOMINATION LETTER FROM SECTION CHIEF, CHAIR, MEDICAL DIRECTOR
OR CENTER DIRECTOR FOR STAR FACULTY AWARD FOR EXCELLENCE IN PATIENT CARE**

1. Please address the letter to the Clinical Excellence in Patient Care Award Selection Committee. The letter should be sent to the nominee so that it can be included in their nomination packet.
2. Please note that full-time instructor*, assistant professor, associate professor or professor engaged in the patient care mission for at least 50 percent of your time (FTE) or part-time assistant professor, associate professor or professor engaged for at least 75 percent of allocated part-time in support of clinical mission with at least six years of clinical service as a Baylor faculty member can be nominated for the Star Award for Excellence in Patient Care. Faculty members who have transferred from other institutions and have comparable years of service are eligible for the award after three years as Baylor faculty members. *Please note that instructors do not include an instructor role as a trainee (i.e. as a fellow and/or chief resident). The instructor must be a faculty designation in which you provide (or have provided) clinical care. Examples include advanced practice providers, clinical geneticists and clinical psychologists.
3. Please note that the support letter for the nomination is different than support letter for Norton Rose Fulbright Faculty Excellence in Education awards or support letter for faculty promotion.
4. **Nomination Letter Content:**
 - a) Please summarize the candidate's academic background with clarification of the clinical titles and roles.
 - b) Please clarify the FTE and what percentage of the candidate's effort is in patient care. Please note patient care activities does not need to be restricted to direct patient care, but may include clinical leadership /administrative roles, quality improvement efforts, scholarship and knowledge dissemination (publications, lectures) in clinical care, clinical innovation and development activities.
 - c) Please elaborate how the candidate exemplifies core values of BCM as a clinician (clinical excellence, teamwork, integrity, respect and professionalism, innovation) ; manifests clinical skills in the highest caliber with supporting evidence, examples or metrics (which may include data from customer or patient satisfaction metrics, awards, examples of recognition for excellence in clinical care by peers, team members, multidisciplinary referring clinicians); demonstrates excellence in dissemination of knowledge in clinical care (publications, peer review, committee participation), quality improvement and patient safety; demonstrates leadership, development and innovation in clinical care and meets high standards of productivity with supporting data.
 - d) Please try to provide feedback on where the candidate ranks in your section or department regarding excellence in clinical care (top 1 %, 5 % etc) with supporting evidence.
5. Please review the attached evaluation score card to be familiar with selection criteria and make sure to address pertinent components in your letter.
6. Please note more than one faculty can be nominated from the same section or department for the early career award if they fulfill the nomination criteria.
7. For further questions please visit Faculty Awards for Excellence in Patient Care web page at <https://www.bcm.edu/education/academic-faculty-affairs/faculty-resources/faculty-development/recognition/faculty-awards-patient-care>