Date

Name

Address

Re: Promotion of candidate name, degree to Clinical Assistant / Associate Professor of Department

Dear Professor Name:

We would appreciate your assessment of Dr. candidate name’s qualifications for promotion to Clinical Assistant / Associate Professor of Department at Boston University School of Medicine.

We realize that you may have had no personal interaction with Dr. candidate name, or the nature of your relationship may not allow you to comment on each of the areas noted below. We also recognize that formulating a well-considered evaluation can take considerable time and thought and are most grateful for your assistance. Your response will be carefully reviewed and treated as an important factor in reaching a decision that is in the best interests of Dr. candidate name and Boston University.

Your letter will be considered confidential to the extent allowed by law and will be made available only to University personnel participating in the review process. By policy we treat the input from external reviewers in faculty evaluations with the highest degree of confidentiality. This includes taking the necessary legal steps, when appropriate, to resist attempts to breach the confidentiality of such records and, if disclosure is compelled by a court, to limit its scope as much as is feasible.

Enclosed is a copy of Dr. candidate name’s curriculum vitae, and information about clinical workload and teaching activities. Please contact me if you require further information.

*Since we seek an unbiased opinion of the qualifications of each candidate, please begin by describing any relationship you might have had with Dr.* candidate name*.* After that, please address the following questions and topics in your evaluation:

1. Clinical track faculty are promoted on the basis of volume of clinical work, patient satisfaction, time in rank, teaching activities and other contributions to the institution. How do Dr. candidate name’s credentials compare to national benchmarks for clinical volume? Are the teaching activities appropriate for promotion and have there been contributions to the institution such as serving on committees?

2. How would you rate Dr. candidate name’s future promise?

1. Please comment on the candidate’s service to the profession at the local and/or regional level.
2. Do you have first-hand knowledge of the candidate’s effectiveness as a teacher or mentor? If so, we would appreciate your insights on those activities as well.
3. Finally, would Dr. candidate name be promoted to Clinical Assistant / Associate Professor at your institution?

Please email the letter to me and email a signed copy to email here. Could we receive your letter by date? If you are unable to provide the evaluation, please let me know as soon as possible. Thank you again for undertaking this task.

Sincerely,

Name here

Chair, Appointments & Promotions Committee

Department of Department