SAMPLE LETTER FROM APRT CHAIR ASKING FOR LETTER FROM INTERNAL/EXTERNAL REVIEWER

YOU MAY MODIFY FOR BREVITY, BUT ENSURE THAT ALL COMPONENTS ARE INCLUDED

*Date*

*Name of evaluator*

*Title (e.g., Professor of Medicine)*

*Academic institution*

 Re: *Name of candidate*

 *Candidate for promotion to RANK on the NAME OF TRACK*

Dear Dr. NAME OF EVALUATOR,

As chair of our Departmental Appointment, Promotion, Retention and Tenure (APRT) Committee, I am writing because you have been identified as someone who can provide insight into the accomplishments of Dr. NAME OF CANDIDATE as a faculty member at the Virginia Tech Carilion School of Medicine. Accordingly, we are hopeful that you would be willing to evaluate and comment on Dr. NAME OF CANDIDATE’S accomplishments in support of advancement to the rank of RANK in the NAME OF TRACK. On behalf of the Department of NAME OF DEPARTMENT and our committee we thank you in advance for your willingness to participate in this important process.

Attached are the following important documents:

1. A template which will guide you in the preparation of your letter of recommendation. We are hopeful that you will be able to address most, if not all, of the areas listed.
2. A document that provides information about the expectations associated with the specific rank and track for which the candidate has applied for promotion. Our university asks that letters of review address whether, in your judgment, the candidate has met our criteria for promotion here at VTCSOM; therefore, we are enclosing these criteria for your review. Please ensure that your letter offers your candid opinion on whether the candidate meets these criteria.
3. An updated CV for the candidate.

The policy of Virginia Tech is to hold in confidence all letters of evaluation. Only the committees and administrative officers directly responsible for the decisions of concern here will have access to your letter. It will not be provided to the candidate unless we are specifically required to do so by law.

We would appreciate receiving your letter by SPECIFIC DATE. Please send your letter, on letterhead and including signature, by email to me and to my administrative assistant (if applicable) at the email addresses below. Please do NOT share the contents of your letter with the applicant. Should you have questions or concerns, feel free to contact me or our Departmental administrative assistant, NAME.

Again, we very much appreciate your assistance in assisting us with the evaluation of Dr NAME OF CANDIDATE for promotion. Please advise if you have further questions or concerns.

Sincerely Yours,

NAME, CREDENTIALS of COMMITTEE CHAIR ADMIN ASSISTANT NAME (if applicable)

ACADEMIC TITLE (E.G., PROFESSOR OF MEDICINE) DEPARTMENT NAME

Virginia Tech Carilion School of Medicine AD ASSISTANT EMAIL ADDRESS

Chair, APRT Committee

DEPARTMENT NAME

COMMITTEE CHAIR EMAIL ADDRESS