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

*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. Related, please do NOT comment on whether the candidate would meet promotion criteria at your institution; these types of comments are not allowed.
3. An updated CV for the candidate.

As part of your letter, please describe your relationship with the candidate. This should include how long you have known the candidate, whether you have a personal or professional relationship with the candidate, and, in general, whether there is potential for a conflict of interest. The university guidelines state that our external reviewers should not include former advisors, post-doctoral supervisors, co- investigators on grants, or co-authors on recent publications, or should not have other relationships that may be perceived as being too close to the candidate. Comment on shared experiences as colleagues at hospital or teaching locations, specialty/organization/government groups, or other interactions.  Include his/her status or visibility in your area of discipline or specialty.

Please provide a thorough, objective assessment of the candidate’s accomplishments and an opinion as to whether the degree of accomplishment is appropriate for the level of associate professor at a medical school with high standards of achievement expected of its faculty. It would be helpful if you can comment on as many of the below-listed areas as possible and applicable:

1. Teaching and related skills
2. Extent of scholarly activity and productivity
3. Relevance/quality of scholarly activity
4. Leadership abilities/qualities
5. Service contributions
6. Reputation at local, regional and/or national levels
7. Character, professionalism and/or other miscellaneous attributes
8. For clinicians, must comment on clinical abilities and how they relate to the education of learners.

It would be helpful in your evaluation to rate the candidate’s scholarly and research accomplishments in comparison with other persons you have known at similar stages in their careers. Is the work of high quality? Does it reflect increasing maturity and depth? Does there appear to be potential for future growth?

Finally, our guidelines strictly prohibit any contact between promotion candidates and those who write review letters. Please confirm that you have not had any such contract during the promotion review process.

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