Template for Reference Letter for Potential Promotion

(updated February, 2024)

***(Please use your institution’s official letterhead)***

Date

***(Please address letter to)***

NAME FURNISHED

Virginia Tech Carilion School of Medicine

Chair, Appointment, Promotion, Retention and Tenure Committee

2 Riverside Drive

Roanoke, VA 24016

Re: Letter of Evaluation for Promotion of *Dr. Name of candidate*

Dear Dr. NAME FURNISHED:

I am writing to comment on the proposed promotion of Dr. CANDIDATE’S NAME, who is a candidate for promotion in the STATE TRACK HERE to the proposed rank of STATE RANK HERE.

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. Involvement in/contributions to interdisciplinary work
9. Involvement in/contributions to work related to diversity, equity and inclusion
10. 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?

Concluding comments may include relevant information not in the candidate’s CV. We are specifically interested in your opinion as to whether the candidate meets the requirements for promotion here at VTCSOM; a copy of these requirements is enclosed. ***Please ensure that your letter addresses this important issue.*** Related, please do NOT comment on whether the candidate would meet promotion criteria at your institution; these types of comments are not allowed.

And, finally, please include a statement to the effect that you have had no contact of any type with the promotion candidate regarding/during the promotion process (if you have had such contact, please notify the person who asked you to provide a letter).

Sincerely yours,

***(must include signature)***

Name, title, current academic rank, institution or organization