<<Insert Date>>

<<Insert name and address of referee>>

Re: <<Insert name of faculty member>>

Dear Dr. <<Last name of referee>>:

I am considering whether to <<appoint/promote>> Dr. <<full name of faculty member>> as <<proposed rank and tenure status>> in our School of Medicine. I would appreciate your evaluation of Dr. <<last name of faculty member>> for this faculty appointment.

It would be important to have your assessment of the quality, originality and importance of Dr. <<last name of faculty member>>’s accomplishments in teaching, scholarship and other professional realms. We would specifically appreciate your evaluation of Dr. <<last name of faculty member>>’s research and publications, including a comparison of this work to others in the field. It would also be useful to know how Dr. <<last name of faculty member>>'s professional accomplishments compare to others at a similar career stage and whether a candidate of Dr. <<last name of faculty member>>'s qualifications would probably be promoted to <<proposed rank and tenure status>> at your institution. A copy of Dr. <<last name of faculty member>>’s curriculum vitae and our APT Point/Evaluation System is attached for your review.

In your letter, please refer specifically to the fact that Dr. <<last name of faculty member>> is being recommended to the rank of <<proposed rank and tenure status>>. Also, please be sure to indicate your academic rank beneath your signature in your letter. We also need a specific statement in your letter describing whether you know Dr. <<last name of faculty member>> and if so, for how long and in what capacity.

Your letter will be read by members of our departmental and school peer review committees, as well as by senior academic officers. All employees in our statewide system are unionized under a contract that allows a faculty member to read such letters if a referee gives permission in writing. Should you be willing to allow Dr. <<last name of faculty member>> to read your letter, please indicate that in the body of your letter to me. If you are willing to allow Dr. <<last name of faculty member>> to read your letter, you should also indicate whether or not identification as to its source should be deleted. If your letter is silent on these points, confidentiality will be strictly observed.

It would be helpful to receive your comments by <<desired receipt date>>. The letter of reference may be faxed to my attention at <<chair's fax number>> or sent via email to <<email of chair or administrator>>.

I fully realize that a request such as this imposes a substantial burden upon your time, and, on behalf of the University, I would like to express my appreciation for your assistance.

Sincerely:

<<Chair name, title, etc.>>