<<Insert Date>>

<<Insert name and address of referee>>

Re: <<Insert name of faculty member>>

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

The Department of <<department name>> in the Renaissance School of Medicine (RSOM) at Stony Brook University is considering Dr. <<first name and last name of faculty member>> for promotion from <<current rank and tenure status>> to <<proposed rank and tenure status>>. As part of the evaluation process, the RSOM requires letters of reference of the applicant which will assist in evaluating their achievements and professional standing in the field. To that end, please let us know at your earliest convenience if you are willing and able to provide an evaluation of Dr. <<last name of faculty member>>. If you are willing to provide an evaluation, it would be helpful to receive your comments by <<desired receipt date>>.

In your evaluation, it would be important to have your assessment of the quality, originality and importance of Dr. <<last name of faculty member>>’s accomplishments in scholarship, teaching, and professional service, including their magnitude, quality, originality, and impact. We would also wish to know your impressions of how Dr. <<last name of faculty member>>'s professional accomplishments compare to others in a similar position and career stage. A copy of Dr. <<last name of faculty member>>’s curriculum vitae is attached for your review, as well as our Appointments, Promotion, and Tenure Point Evaluation System.

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 and tenure status beneath your signature in your letter. In addition, we 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. As well, if you are willing to allow Dr. <<last name of faculty member>> to read your letter, please 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.

Thank you for your assistance in evaluating Dr. <<last name>>’s <<appointment/promotion.>> The letter of reference may be sent to my attention via email at <<email of chair or administrator>>.

Sincerely:

<<Chair name, title, etc.>>