

## Template for Chair's Letter Requesting Referee Letters for Promotion/Tenure Packets

Re: Proposed promotion of Dr. *[name]*, *[current rank]* of *[Department]*

I am in the process of assembling the materials needed to propose the promotion of Dr. *[name]* to *[rank]* of *[Department]*, based on *her/his* excellence in *[at least one of the following components: R, S, IS, C, plus T]*. The School of Medicine and Dentistry (SMD) defines *[component]* as *[take sentence from list below]*. *(If you wish to add a Department-specific application of this definition, do so here. 2 examples: "Faculty in the Department of [dept name] with excellence in [component] must therefore demonstrate [details]." Or "While the SMD defines teaching contributions broadly for the institution, [specific teaching activities] are the norm for our Department.")* The institution also requires an appropriate level of service, leadership, and recognition within and beyond the SMD.

For your reference, along with this letter I have included specific examples of the excellence expected in *[components]* for promotion to the rank of *[rank]*, taken from the SMD Regulations of the Faculty. I also have included a copy of Dr. *[name]*'s *curriculum vitae*.

I would very much appreciate your candid assessment of Dr. *[name]*'s accomplishments and whether you believe they meet our criteria for the proposed promotion. In your letter, please describe how you have come to know Dr. *[name]* or her/his work. If you have specific knowledge of the nature, quality, innovation, influence, or impact of any of their activities, it would be helpful to please briefly describe that including the basis for your knowledge or assessment. Also, if you have a sense of whether the same accomplishments would merit a comparable promotion at your or other peer institutions, please indicate this in your letter.

The SMD promotion system also recognizes contributions to our medical center's community mission, and to fostering diversity, equity, or inclusion, as applicable to one or more of the above activity components — that is, such efforts may involve professional service ('Clinical'), education ('Teaching'), and/or scholarship ('Research,' 'Scholarship,' or 'Institutional Scholarship'), and/or may involve service or leadership to the institution or field. Please comment on these contributions if you feel able to do so based on your knowledge of the candidate and the CV provided.

Your reply will be kept confidential. It will be available only to me, the Dean's Office, and the faculty committees assigned to review the proposal. I realize that replying to letters such as this one is time consuming, but your candid evaluation will be of great assistance to the SMD.

I thank you in advance for your help. If possible, I would appreciate your reply by *[date]*. Please send your reply to: *[name/address]*

Sincerely yours,

[Append the relevant sections from SMD Regulations of the Faculty, including Appendix sections on the Components proposed, plus Contributions to the Academic Missions (for C and T faculty only), plus Service, Leadership, and National Recognition (for all) and (if applicable) for tenure based on R, S, or IS as proposed]

+++++

*Definitions of each Component* (to be inserted in the body of the letter above as appropriate):

The School of Medicine and Dentistry (SMD) defines Research as “intellectually independent research in an identifiable area of scientific expertise.” [In addition, if the faculty member’s contributions are largely as part of a team, we strongly encourage including the following: “In order to foster team science, our school allows ‘credit’ for contributions as a middle author and on grants in roles other than as PI, *if it is clear* that the faculty member is the intellectual steward of a defined portion of the team’s work. If you are aware of *her/his* intellectual stewardship in relation to such collaborative work, I would appreciate your commenting on this explicitly in your letter.”]

The School of Medicine and Dentistry (SMD) defines Scholarship as “demonstrating a developed, in-depth approach of the highest quality to an area of focused interest.” [In addition, if the faculty member’s contributions are largely as part of a team, we strongly encourage including the following: “In order to foster team science, our school allows ‘credit’ for contributions as a middle author and on grants in roles other than as PI, *if it is clear* that the faculty member is the intellectual steward of a defined portion of the team’s work. If you are aware of *her/his* intellectual stewardship in relation to such collaborative work, I would appreciate your commenting on this explicitly in your letter.”]

The School of Medicine and Dentistry (SMD) defines Institutional Scholarship as “distinctive institution-wide scientific or scholarly contributions that have a significant impact on the core missions of the SMD.”

The School of Medicine and Dentistry (SMD) defines Clinical as “specialized professional service of the highest quality in patient care or other aspects of medical center missions.” [If the faculty member provides professional services other than patient care, please explicate in your request what those services are and indicate that they will be considered under ‘Clinical’ in our promotions system.]

The School of Medicine and Dentistry (SMD) defines Teaching broadly, potentially encompassing any of a number of learner audiences and educational venues and methods, as well as related activities such as curricular development or assessment.