Date

|  |
| --- |
| Recipient’s Full Name, Credentials |
| Organization |
| Title |
| Address |

|  |
| --- |
| RE: Promotion of Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_ to Associate Professor with Tenure. |

|  |
| --- |
| Dear \_\_\_\_\_\_\_\_\_\_\_\_\_ (Dean): |

## Introduction

[Insert Your Text Here]

*In this section of your referee’s letter you would want them to enthusiastically declare their support for your promotion and/or tenure request, while giving a brief description of why.*

*(e.g. It is with great pleasure I offer my strongest support for the promotion of Dr. \_\_\_\_\_\_\_\_\_\_\_ to the rank of Associate Professor of Internal Medicine with/without tenure at this time.)*

## Referee’s Background Description

[Insert Your Text Here]

*In this paragraph your referee should give a brief description of themselves. They should mention their current appointment (title, department, and institution) status and the extent of their current work. The referee can also mention how you were introduced and the extent of your relationship. This allows the reviewer to establish context associated with your working relationship.*

*(e.g. I am a Professor of Medicine at University concurrently serving as Associate Director for \_\_\_\_\_\_\_\_\_\_\_ and Co-leader of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ organization. I have long been involved in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have authored or co-authored over 150 peer-reviewed manuscripts. I met John in Arkansas in 2011, while working on \_\_\_\_\_\_\_\_\_\_\_ and was very impressed with his expertise as well as his demeanor…..)*

## Referee’s Assessment of Your Expertise

[Insert Your Text Here]

*In this section, your referee should highlight personality traits, professional, clinical, & research skills that shed light on your excellence as a medical professional. Peer comparisons help reviewers gauge your performance with those who’ve worked closely with you. The referee should highlight all the significant contributions and accomplishment they’ve experienced while working with you. Be sure your referee highlights your excellence in the appropriate pillars for promotion and tenure as it relates to your pathway.*

*Pillars of Excellence*

1. *Clinical*
2. *Teaching / Mentoring*
3. *Research / Scholarly Work*
4. *Leadership / Administrative Duties*

## Conclusion

[Insert Your Text Here]

*In this section of the letter allow your referee to summarize why they are supporting your request for promotion and/or tenure.*

Sincerely,

|  |
| --- |
| Referee’s Full Name, Credentials |
| Title |
| Department; Division |
| Institution |
| Email |