

Chair's Sample Letter to INTERNAL Evaluators

Use Departmental Letterhead

Note: [underlined and bracketed elements] should be completed as appropriate for each candidate.

Dear [_____]:

First M. Last, MD/ PhD, has been nominated [for tenure and promotion/ for promotion] to the rank of [_____] [or --- for tenure] in the Department of [_____] in the College of Medicine at the University of Florida. I am writing to ask you to share your assessment of this nomination. I am seeking your input because you have had the opportunity to interact with Dr. Last at the University of Florida and I ask for your assessment of [his/her] contributions and impact as a [clinician, educator, collaborator, researcher].

If you are willing to participate in this important assessment, please send me a letter describing your level of contact with Dr. Last and in what context. [Dr. Last] is currently an [Assistant Professor/Associate Professor] in the [Multi-Mission/Tenure track]. [His/Her] primary [area/s] of distinction [is/are] [Research and Teaching/ Clinical Care/ Teaching/ or insert correct combination]. Please assess [Dr. Last's] scholarly achievements and indicate whether they represent a meaningful contribution to the discipline. Indicate whether this nominee meets the standards **{choose only one!! of the following}** [for both tenure and promotion] [for tenure] or [for promotion] documented in the enclosed Promotion and Tenure Guidelines for the College of Medicine. You may comment on how this nominee compares to other accomplished faculty who have successfully advanced in your department. ***If the candidate is primarily a clinician or educator***, "Providing information about his/her clinical and educational contributions as you have observed, will be very useful." ***If the letter is requested of a research team member ask***: "Please provide your assessment of his/her specific contributions to your research collaboration." Your input will be very helpful in the deliberations of the department, the College's Tenure and Promotion Committee, and all higher reviews. To prepare a summary of your credentials, we would also appreciate receiving a copy of your curriculum vitae.

[Dr. Last] [has/has not] waived [his/her] right to read the letters of evaluation. I also want to inform you that the courts have determined that your letter of evaluation might become public upon a potential grievance or litigation pertaining to this process.

I realize you have many demands on your time but your assistance in this process is of great significance to the College of Medicine and to [Dr. Last]. Please return your letter and provide your CV or Biosketch to me by **August 2, 2019**. You may send a pdf version electronically or a hard copy by mail to me at:

Name
Address
Email

A copy of the promotion packet, reprints of selected articles by [Dr. Last], and the College of Medicine Promotion and Tenure Guidelines are enclosed for your review. Please inform me promptly if you find you will be unable to provide an assessment of [Dr. Last] by the requested date. If you have any questions, do not hesitate to contact me.

Thank you for your participation in this important evaluative process.

Sincerely,

Signature

Name/title.

Phone

Encl.