

Suggested Template: External Review Letter for Promotion

Date

Opening paragraph

Please state what you have been asked to do and for whom: *I have been asked to evaluate Dr. X for [mandatory/non-mandatory] promotion from assistant professor to associate professor in the Clinician Educator pathway at the University of Washington Department of Family Medicine.*

1. State your qualifications:

a. I am an/a professor, associate professor assistant professor, at Institution and Department

2. Identify your relationship to candidate – Whether you or do you not have a professional or personal familiarity with the candidate.

- If not familiar – a statement to that effect – I am writing this evaluation based solely on the materials forwarded. I have no professional or personal knowledge of Dr. X.
- If you are familiar with the candidate, qualify how – through panel participation, lectures at national meetings, etc.

3. Does any level of familiarity represent a conflict of interest?

eg: I do not feel that this represents a significant conflict of interest

Second Paragraph: In preparing this letter, I have reviewed

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|-------------------------------|-----------------------|
| 1. CV | 4. Teaching portfolio |
| 2. Personal statement | 5. Evaluations |
| 3. Representative scholarship | 6. Other? |

Most importantly, please state that you reviewed the appropriate track criteria for promotion in the UW Department of Family Medicine. Restate what you consider those criteria are for the given faculty track.

Depending on the Track: prioritize the next paragraphs in order of importance for the specific track that the faculty member is pursuing.

Teaching:

- Describe level of production in education relative to committed effort (FTE).
- Specifically describe notable products of educational leadership, innovations and evaluations.
- Differentiate actual teaching from course development and leadership in education.
- Comment on teaching evaluations. Compare this level of productivity to those at your institution or other referenced norms.
- Summary statement of whether this meets the criteria as reflected by the institution.

Scholarship:

- Make statement about the quantity and quality of the scholarship.
- Number of pubs, where they are published and impact of the publications if possible.
- Grants and level of funding support from grants if applicable.
- Presentations of regional/national/international interest.
- Compare this level of scholarship to those at your institution or other referenced norms if possible.
- Summary statement at end of whether this meets the criteria as reflected by the institution.

Administrative/Service/Clinical:

- Describe activities in support of service for the Department, School, University and the clinical enterprise.
- Use any means available to judge the impact of this work based on your experience.
- Compare this level of productivity to those at your institution or other referenced norms.
- Summary statement of whether this meets the criteria as reflected by the institution.

Summary/In conclusion Paragraph:

Restate that you have completed a thorough review and that in summary, Dr. X has met, or far exceeds the criteria as outlined. Any additional positive statements regarding career strength or trajectory are welcome. Can also say that they would be promoted at your institution if true.

Example:

In summary, based on my review of Dr. X's curriculum vitae, portfolio of teaching accomplishments, leadership and the criteria set forth by the UW Department of Family Medicine, it is my opinion that Dr. X meets/exceeds the criteria for promotion to the rank of Associate Professor and holds much promise for continued success.