Sample Letter to Internal Evaluators:  
Clinical Educator Qualified (non-tenure track)

Dear Dr. X:

The University at Buffalo Department of X is considering the promotion of Dr. X to the rank of X. In order to evaluate this proposed promotion, the institutional review committees would appreciate your assessment of Dr. X’s achievements and potential for future contributions.

The UB School of Medicine and Biomedical Sciences Faculty Council Promotions Guidelines specify that the quality of the candidate's activities should be "unambiguous and unequivocal." Specifically, please address the following questions:

1. Has the candidate demonstrated a continuous high level of performance as a clinician and scholar? How would you summarize the candidate's contributions to, for example, improving community health or patient care, and the advancement of knowledge or professional practice?

2. How would you rate the candidate's achievements as an educator? Please comment on the candidate's effectiveness in, for example, teaching students, residents and fellows; facilitating small groups; mentoring junior colleagues; presenting to colleagues at CME programs or professional meetings; public or patient education; invited lectures/seminars.

3. Does the candidate participate effectively in university or professional service activities? Community service (i.e., contributing professional knowledge and skills to the larger community; public education on health issues; volunteer service on health agency boards and medical advisory committees), and service and leadership to professional societies, the University, School and department.

Your letter should be addressed to NAME, and will be held in strict confidence unless you are willing to permit access to it by Dr. X. Please indicate your preference on the attached Confidentiality Statement form.

Thank you for your time and participation in this important process. I would appreciate receiving your letter of evaluation and the Confidentiality form on or before DATE.

Please contact me if you wish additional information or require more time to respond to this request.

Sincerely,
Professor and Chair

Enclosures