# Academic (Tenure Track) – Internal Solicitation Letter

**DATE**

**EVALUATOR’s NAME**

**ADDRESS**

Dear Dr. **NAME,**

I am writing to you as an internal evaluator to request a letter of evaluation for **NAME, ASSISTANT/ASSOCIATE** Professor, Department of **NAME**, the University at Buffalo Jacobs School of Medicine and Biomedical Sciences, who is being considered for **PROMOTION/APPOINTMENT** **CONFIRMATION** to the rank of **ASSOCIATE PROFESSOR/PROFESSOR** with tenure.

Evaluative letters from faculty members familiar with the candidate’s scholarship, teaching and service activities supporting the mission of the university and school, and their collegial value to the academy are a critical component of the promotion process. The expectation is that you are familiar with the candidate’s accomplishments and that you can provide insight regarding their qualifications for this **PROMOTION/APPOINTMENT.**

**In the case of appointment confirmation**, the University at Buffalo expects its promotion and tenure review committees to consider ‘internal’ assessments by faculty in the candidate’s former department or university.

As an internal evaluator, your personal insights are particularly valued and you are encouraged to share these.Your letter is not intended to be a summary of the CV**.** Based upon your knowledge of the candidate, I invite you to address the following in consideration of the candidate’s qualifications for this **PROMOTION/APPOINTMENT**:

* 1. The quality of their teaching and mentoring.
1. Were students and trainees well served?
2. How well did the candidate contribute to the educational mission of the School, i.e., training, curriculum development, advisement?
	1. Their service contributions to the profession, university, school and department, to the community and to society.
	2. Their effectiveness in engagement with faculty and trainees and willingness to collaborate.
	3. Their significant scholarly contributions to their discipline and potential for continued productivity.

Included with this letter are the candidate’s CV and Personal Statement.

It would be most helpful if I received your letter by **DATE**.

Please address your letter to:

**CHAIR’S NAME**

**ADDRESS**

Please e-mail a PDF of your signed letter to **NAME** at **EMAIL ADDRESS**, who is assembling the dossier, and include your completed ***Confidentiality Statement* form.** This form allows you to give or withhold permission for the candidate to read your letter or know your identity. If this form is not included with your letter, it will be assumed that your identity and letter contents are to be withheld from the candidate.

Please confirm whether or not you will write a letter at this time, so that I can plan accordingly.

Thank you for your time and attention to this request. I look forward to receiving your letter.

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

Sincerely,

**NAME**

Professor and Chair

**DEPARTMENT**

Jacobs School of Medicine and Biomedical Sciences

Attachments:

CV

Personal Statement

*Confidentiality Statement* form