# Clinical-Educator Volunteer – External Solicitation Letter

**DATE**

**EVALUATOR’s NAME**

**ADDRESS**

Dear Dr. **NAME,**

I am writing to you as a leader in your field to request a letter of evaluation for **NAME,** MD,Clinical **ASSISTANT/ASSOCIATE** Professor Volunteer, Department of **NAME**, the University at Buffalo Jacobs School of Medicine and Biomedical Sciences who is being considered for **PROMOTION/APPOINTMENT** to the rank of Clinical **ASSOCIATE PROFESSOR/PROFESSOR** Volunteer. Evaluations from leaders in the field are a critical component of the promotion process.

**Please note that I am assuming that you are a disinterested evaluator**. If you have ever had a relationship with Dr. **NAME** that would compromise your impartiality, such as a role as mentor, co-author, colleague, collaborator, or student, please let me know immediately and do not submit a letter. You may know the candidate from professional interactions that will help to inform your evaluation.

As a volunteer faculty member, the expectation is that the candidate has made significant contributions to teaching and clinical work/service. Evidence of scholarship is not required but is preferred. You are encouraged to share your personal insights as they are particularly valued.Your letter is not intended to be a summary of the CV**.** Based upon the enclosed background material and your knowledge of the candidate's accomplishments, it would be most valuable for you to address the following topics:

1. Have they demonstrated a continuous high level of performance as a teacher/trainer/mentor? Consider their achievements as an educator in various arenas, including the classroom, laboratory and clinical teaching; precepting; facilitating small groups; mentoring junior colleagues or professionals; providing public/community or patient education.
2. Have they demonstrated a continuous high level of performance as a clinician? Are they an excellent role model?
3. To what extent have they contributed to professional, institutional or community service?
4. Though not required for the promotion, has the candidate contributed to research or other scholarly activity?
5. In your opinion, would the candidate be granted promotion as a volunteer at your institution?

Your evaluation will carry great weight in the review process. Your personal insights are particularly valued and you are encouraged to share these.

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:**

1. **Your biosketch** and
2. completed ***Confidentiality Statement* form** - All correspondence will be kept strictly confidential and the candidate will not have access to your letter nor to your identity unless you select your preference on the *Confidentiality Statement* form.

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