Sample Letter to Collaborator

Dear Dr. X:

The University at Buffalo Department of X is considering the promotion of Dr. X to the rank of X. As a collaborator with Dr. X, your evaluation would enhance the candidate’s dossier by providing another perspective of his/her contributions.

The Jacobs School of Medicine and Biomedical Sciences Faculty Council Promotions Guidelines specify that the quality of the candidate's activities should be "unambiguous and unequivocal." It would be particularly helpful if you would describe:

1. the nature of your collaboration;
2. Dr. X’s role on the project and his/her unique contributions;
3. the quality of Dr. X’s work;
4. your projection of his/her future success;
5. whether this collaboration has helped your research program, led to new research directions, or increased your competitiveness for funding; and
6. how this collaboration has been fruitful in any other ways.

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, your brief biographical sketch (i.e. NIH format, 3-5 pages), 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