# Clinical-Educator - 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,** Clinical **ASSISTANT/ASSOCIATE** Professor, 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**. 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 the candidate 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.

The rank of Clinical Associate Professor or Clinical Professor is defined by major commitments to patient and clinical care; teaching medical students, residents and fellows; the administration of teaching programs linked to patient care; scholarly activity and contributions to service. 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. Has the candidate demonstrated a continuous high level of performance as a clinician and as a researcher/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 commitment to and 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? Is their service and leadership to professional societies, the university, school and department, and to the community (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) at a level that would be expected for their rank?

Your evaluation will carry great weight in the review process. Your personal insights are particularly valued and you are encouraged to share these. A review of the candidate’s CV is not sufficient in this context.

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**
2. 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