Sample Internal Letter to Evaluators: Volunteer faculty (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. Your assessment of Dr. X's achievements and potential for future contributions as a volunteer faculty member would greatly assist institutional review bodies.

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." Based upon the enclosed material and your knowledge of the candidate’s accomplishments, I invite you to address the following questions:

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

2. How would you rate the candidate's achievements as an educator in activities, such as classroom, laboratory and clinical teaching; precepting; facilitating small groups; mentoring junior colleagues or professionals; presenting to colleagues at CME programs or at professional meetings; providing public or patient education?

3. To what extent has the candidate contributed to professional, institutional or community service?

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