Name

Title

University

Address

Dear Dr. [REFEREE],

We are requesting your assistance on behalf of the [DEPARTMENT] of the Keck School of Medicine of USC in a frank evaluation of [FNAME] [LNAME], MD, who is being considered for [APPOINTMENT/ PROMOTION] to the [RANK] of [ASSISTANT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR] of Clinical [DEPARTMENT]. Enclosed is Dr. [LNAME]’s curriculum vitae and personal statement for your convenience. Please let my office know as soon as possible by e-mail: [myemail@usc.edu] whether or not you are able to assist us by reviewing the enclosed materials and submitting a letter of evaluation by [DATE].

Please understand that we seek your evaluation at an early stage in our process and that we have not yet made a decision. We seek your frank and candid assessment. We are requesting an analytical evaluation, rather than general praise or advocacy. We very much appreciate the time and effort involved in providing a review. *[If appropriate: In evaluating [candidate name]’s productivity, please take into account that [his/her/their] tenure clock was extended by [number] years, but research productivity was not expected to increase commensurately.]* Every promotion is expected to meet the national and international standards of the leading institutions as well as improve the overall stature of the Keck School of Medicine.

As an expert in your field, we would greatly appreciate receiving your candid appraisal of Dr. [LNAME]’s qualifications and performance in research, teaching, and service in the following areas:

1. In terms of scholarship, please provide your assessment of Dr. [LNAME]’s scholarly productivity, the journals in which his/her publications have appeared, and the impact of his/her scholarship in the field.
2. If you have direct knowledge about other aspects of a candidate's academic role- such as mentoring of trainees, or professional or public service, please provide your evaluations of Dr. [LNAME]’s accomplishments in these areas.
3. We are also interested in your comparison of Dr. [LNAME] with other faculty you know of roughly the same cohort who may have been recently promoted on a clinical track. In your opinion, would Dr. [LNAME] qualify for promotion at your institution on a comparable clinical track?
4. In closing, it is important that you please specify in your letter your current or past relationship with the candidate, if any.

If you agree to provide a letter of evaluation, please send a short biographical sketch about yourself and address the issues described below in your letter. Please note as well that we most appreciate an analytical evaluation, rather than general praise or advocacy, or one that simply retraces Dr. [LNAME]’s vitae, and we thank you in advance for your efforts in providing that evaluation. Your letter will be treated as a confidential document to the full extent allowed by law. It will be studied closely by school and University appointment committees and officials, and is intended to be read by no one else.

Sincerely,