DATE

Name

Title

University

Address

Dear Dr. [Reviewer], (must be at rank higher than the candidate)

We are requesting your assistance on behalf of the Department of [department] in a frank evaluation of [candidate’s name] who is being considered for appointment to the rank of Clinical [rank] Professor of [department] ([Clinician Educator/Practitioner]). Enclosed is [candidate’s name]’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]. We value your frank and detailed judgments on the subjects below highly.

(For Clinician Educator - use the following)

The Keck School of Medicine recognizes the importance of the contribution of many faculty whose primary efforts have been in education of medical students, graduate students, and residents, as well as in clinical care of patients.

The Clinician Educator Series, in which [candidate’s name]’s appointment is being considered, is a non-tenured track for clinical faculty with an academic profile that includes 85% or more of their time performing educational activities and clinical practice. Candidates who meet the criteria for appointment at rank on this track, demonstrate excellence in both teaching/educational activities/mentoring and clinical care. It is not expected that these individuals have significant service outside their won specialized area, although they may have service within their area. It is also not expected that these candidates demonstrate significant activity in scholarship/research, as would be demonstrated by published papers, funding, research, etc.

(For Practitioner – use the following)

The Keck School of Medicine recognizes the importance of the contribution of faculty whose primary efforts have been clinical care of patients. The Practitioner Series in which [candidate’s name]’s appointment is being considered, is a non-tenured track for clinical faculty with an academic profile that includes 85% or more of their time performing clinical practice. Candidates who meet the criteria for appointment at rank on this track, demonstrate excellence in clinical care. It is not expected that these candidates demonstrate significant activity in scholarship/ research, such as demonstrated by published papers, funding for research, etc.,

It would be helpful if you could open your letter by telling us how well and in what capacity you know [candidate’s name]. We appreciate your assessment of the quality and importance of [candidate’s name]’s contributions.

As an expert in your field, we would greatly appreciate receiving your candid appraisal of [candidate’s name] qualifications and performance in the following areas:

1. In terms of General Clinical Proficiency, how well does [candidate’s name] maintain up-to-date knowledge base appropriate to scope of practice? How is [his/her] current technical/procedural proficiency? Does [he/she] apply sound diagnostic and therapeutic reasoning and judgement? Can you speak to [candidate’s name]’s clinical productivity and reliability?
2. We are also interested in your feedback regarding the candidate’s professionalism and communication skills. Does [candidate’s name] communicate effectively with patients, families, peers, trainees, and other members of the health care system? Does [he/she] maintain appropriate medical documentation? More importantly, does [he/she] demonstrate compassion, respect, sensitivity to cultural issues, and patient advocacy and confidentiality?
3. In regards to the Health Care Systems, does [candidate’s name] effectively coordinate patient care within the health care system? Does [he/she] appropriately consider cost of care in medical decision-making? Do you believe this person to provide and demonstrate leadership in clinical program development and administration?

We appreciate that an analytical evaluation requires greater effort than a letter of general praise and advocacy, or one that simply retraces [candidate’s name]’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,