

Date

Dear:

The Department of X is considering the promotion of Dr. X from the rank of (*Assistant Professor to Associate Professor or Associate Professor to Professor*). Written evaluations from experts in the candidate's field are required for promotion, thus our Departmental Promotion and Tenure Committee asks if you would write a candid evaluation of Dr. X's qualifications for promotion. Your evaluation will remain confidential to the maximum extent allowable.

Enclosed are the candidate's current curriculum vitae, a statement regarding distribution of time and effort, a statement from the candidate describing reasons for seeking promotion, a sample of publications provided by the candidate, and the External Referee Form. Also, enclosed is a copy of the Oregon Health & Science University (OHSU) guidelines for promotion and tenure. In accordance with our University's guidelines for the traditional pathway to advancement, Dr. X's record of accomplishments will be considered in the areas of (1) Scholarship, (2) Teaching, and (3) Service. Promotion to the rank of Associate Professor requires substantial achievement in one area, and at least satisfactory achievement in the other two. Promotion to the rank of Professor requires outstanding achievement in one category and at least substantial achievement in the other two. The descriptors "outstanding," "substantial," and "satisfactory" are defined in the enclosed guidelines.

Please describe briefly in what context you know the candidate and his or her work. We are especially interested in your candid evaluation of Dr. X's research and scholarly contributions. Specific comments and examples of work that have been influential would be most helpful. We realize that you may be less familiar with the contributions to teaching and service, but we would appreciate any comments you can offer on accomplishments in these areas as well. Finally, we would appreciate knowing if Dr. X would qualify for a similar promotion in your department or institution.

OHSU comprises a Medical, Dental and Nursing School, and trains approximately 500 graduate students for Ph.D. degrees in several. There are no undergraduates. The campus is highly integrated with the Department of Veterans Affairs Medical Center and several affiliated academic and clinical institutes. Service and administrative duties performed at the VA, the affiliated academic units, or on behalf of national, international, or governmental bodies are considered to be on equal footing to those at OHSU.

*(If applicable: Dr. X is also requesting indefinite tenure. The requirements for tenure (see pp. 12-13) fall between those for Associate Professor and Full Professor rank. They differ for basic science and clinical sciences faculty. Please include in your evaluation*

*whether you recommend indefinite tenure, and whether you believe it would be granted at your institution.)*

Let me thank you in advance for your assistance. Your opinions are of great value to us. Because of deadlines imposed upon us by our administration, we must ask you to submit your letter of evaluation and the External Referee Form to us by \_\_\_\_\_. If you need any additional information or are unable to provide us with an evaluation by this date, please let me know as soon as possible.

Please address your letter as follows:

Dr. X

Chair, School of Medicine Appointments, Promotion and Tenure Committee

Department X (Mail code)

3181 SW Sam Jackson Park Road

Oregon Health & Science University

Portland, OR. 97239-3098

Despite the addressing of the letter, I ask that your letter is sent to me directly so that it can be included in the complete portfolio that our department will submit to the OHSU School of Medicine.

Sincerely,

*Department P&T Committee Chairman  
or Department Chairman*