

This letter may be used to solicit external letters of evaluation for clinical excellence pathway candidates.

Evaluators are not required to be at arm's length, rather, they should be able to provide first-hand knowledge of the candidate's achievements.

It is recommended to send the candidate's dossier with this solicitation as it will contain the necessary context for a meaningful evaluation.

DATE

EXTERNAL EVALUATOR
ADDRESS

Dear Dr. _____:

The Department of _____ is considering **NAME** for an **appointment promotion** to the rank of **Associate** Professor of Clinical _____ on the Clinical Excellence Pathway. This is a non-traditional pathway which is designed to recognize the contributions of faculty members who devote the vast majority (80% or more) to clinical care and/or clinical administrative roles. The criteria for promotion on this faculty pathway are attached, and emphasize demonstration of excellence in clinical care as reflected by, but not limited to, patient outcomes, clinical innovation, program development, or influence on the practice of medicine in their specialty. Traditional models of peer-reviewed scholarship are not a significant requirement for faculty on this pathway.

As someone who is familiar with Dr. _____'s career, and can personally attest to the clinical impact Dr. _____ has had, I am requesting your evaluation of Dr. _____'s career within the context of this description. Your comments regarding Dr. _____'s professional career in terms of its quality, innovation, and leadership as well as their recognition as a practitioner in their field would be greatly appreciated. I would specifically request that you do not comment on whether the candidate would be given the same rank in an equivalent track at your institution, but that you comment on accomplishments relevant to these qualities. Furthermore, I would like to emphasize that this is a letter of evaluation, not a letter of recommendation or support. Accordingly, please construct your letter in that context. Enclosed you will find our criteria and the candidate's curriculum vitae for your review. **Promotion only: Please note that the format of the candidate's CV may be unfamiliar but it is the format required by our University.**

Under the Ohio Public Records Act, all documents related to **appointment promotion tenure** reviews, including letters of evaluation, are public records subject to lawful requests to the university for viewing and/or copies. Candidates are offered the opportunity to review their dossiers post review. In the unlikely event that anyone else requests access to your letter, we will be required to comply with that request.

Thank you in advance for your time and effort in responding to this request. If you feel that you are not in a position to evaluate this candidate, or if your time commitments are such that you cannot return this evaluation to _____ by **DATE**, please contact us immediately. If you have questions or require additional information that might be helpful to you, please do not hesitate to contact _____ at **NUMBER**. Your signed evaluation on your institution's letterhead may be submitted to _____'s attention via email at **EMAIL**, fax **NUMBER**, or US mail to the address listed above.

Sincerely,

CHAIR