

Date

Name & Address

RE:

Dear Dr. _____:

The Department of _____ at The Ohio State University is reviewing Dr. _____ for promotion to Associate/Professor of Clinical _____. Dr. _____ is a faculty member on the Clinical Track, for which the criteria for promotion are described below and in detail in the enclosed excerpt from our department's Appointments, Promotion and Tenure document titled, "Criteria for Promotion of Regular Clinical Faculty."

As a recognized expert in your field, I would like to ask you to provide us with a critical written evaluation of Dr. _____'s teaching, clinical care, research/scholarship, and administrative service. Full-time faculty on the Clinical Track are awarded promotion for their contributions to these mission areas. Teaching and clinical care are weighted more heavily than scholarship, as these faculty members do not have much dedicated time to commit to traditional scholarship. Therefore, in your review, we kindly request that your evaluation of this candidate be balanced to reflect all areas of activity with which you are familiar. This type of independent information could come from direct observation of the candidate or from review of the documented results of the candidate's efforts in one or more of these activities.

At our institution, the awarding of promotion to the rank of Associate Professor in the Clinical Track must be based upon clear and convincing evidence that the candidate has developed a national level of impact and recognition since being appointed to the rank of Assistant Professor. Please evaluate whether Dr. _____ meets this overarching objective in the context of the enclosed criteria. Please do not assess whether Dr. _____ should be promoted at The Ohio State University, or would or would not be promoted at your institution, as we are not providing you with sufficient information to make an informed assessment. Rather, we are asking you to assess Dr. _____ impact in teaching, clinical service, administrative service, and research/scholarship, either where you have observed them directly or through the results of their efforts.

A copy of Dr. _____'s curriculum vitae, the criteria for promotion to the rank of Associate/Professor of Clinical _____, and copies of the following papers, or education curriculum developed by the candidate are enclosed to assist you in your evaluation:

- 1.
- 2.
- 3.
- 4.

Please note that under the Ohio Open Records Act all documents related to promotion reviews are public records, including letters of evaluation. Thus we cannot promise confidentiality.

Thank you for your time and effort in responding to this request. If for any reason you will not be able to evaluate this candidate or if you have any questions about this process, please contact me at 614 xxx-xxxx immediately. I would appreciate receiving your response within two weeks of this letter.

Sincerely,

NAME

TITLE

DEPARTMENT

The Ohio State University