Dear Dr. REFEREE NAME:

Dr. [Candidate NAME] is being considered for [appointment as—or promotion to] [RANK], on the [TENURE/NON-TENURE] track, in the Department of [Department NAME] at the University of Massachusetts Medical School (UMMS). I would appreciate your assessment of the candidate’s contributions in the areas noted below.

Appointment as an [RANK] on the [TENURE/NON-TENURE] track at UMMS requires a record of high quality performance in research or scholarly activities, education, service, and clinical care, as relevant to the candidate’s assigned responsibilities.

Please address the following areas in your evaluation of the candidate:

- The duration and nature of your relationship with the candidate (if any).
- Research and/or scholarly work and its impact on the field of study.
- Contributions to the educational mission, including the teaching and training of students, residents, and fellows; advising and mentoring activities; curriculum development; and educational leadership.
- Accomplishments and clinical expertise in his/her specialty area; regional or national reputation.
- Service activities that contribute to the University, profession, and/or community.
- It would be particularly helpful if you would compare the candidate with peers in the field.

Please note that your letter must be on institutional letterhead, dated, signed (an electronic signature is acceptable), and include your academic rank or position. The letter must indicate the proposed academic rank and track for the candidate.

I recognize that this appraisal will take time from your schedule and thank you in advance for your evaluation. Your remarks will be treated as confidential and used to assist the appointment and promotion committee in their deliberations. Please send your letter by facsimile or by e-mail attachment, and mail a signed original to the address listed above. If possible, I would very much appreciate receiving your letter by [DATE].

Please contact me with any questions or concerns.

Sincerely,

[CHAIR NAME, DEGREE]
Professor and Chair, Department of [DEPARTMENT NAME]