

## SAMPLE OF LETTER FROM DEPARTMENT CHAIR TO CANDIDATE FOR REVIEW

Name  
Department of  
School of Medicine

Dear Dr.

The coming academic year will mark your third/fifth year of service to the University. By University and department regulations you must have a formal retention review of your accomplishments in our department. This process is described in the University Policy and Procedures Manual, Section 9-5.1. I have enclosed a copy for your information, as well as a copy of the department procedures and criteria.

For the formal review, I ask that you begin assembling material to be added to your cumulative file, described in PPM. You are required to give us a current copy of the curriculum vitae in SOM format. You should also furnish a personal statement of your goals and accomplishments in relation to the department criteria for retention and include evidence of your research/creative activity.

[If your department has fewer than three faculty members eligible to vote on the DAC, explain the process for augmenting the committee size.]

At your earliest convenience, also supply me with the names of at least \_\_\_\_ (insert number of names you are requesting from faculty members for external/internal review) who you believe would be able to judge your professional accomplishments and progress. Letters should not come from previous mentors or collaborators. I have enclosed a copy of the SOM policy regarding letters of evaluation. Please indicate what professional relationship, if any, you have had with them in the past. Please decide what examples of your work you would like to send these reviewers.

Also included is a statement which you must sign and return to me indicating whether or not you wish the review letters to be confidential. This is your decision. Please return this statement along with your nomination list to be by 2 weeks from today so that the process may begin in a timely manner. The file will be closed on [Insert date at which you anticipate closing files before DAC meeting] and materials may be added after that time only at specified points. If you wish to take exception to any part of the file contents, it should be added before the file closes.

Please also be advised that you have the privilege to inspect your file, minus any confidential review letters, at any time during the review process. Further privileges and rights are spelled out in the accompanying section of PPM.

Please feel free to consult with me at any time during the review process.