

LETTERS OF EVALUATION

MINIMUM LETTERS REQUIRED FOR RPT ACTIONS:

TENURE TRACK ACTIONS:

Third Year Retention:

- 2 letters internal to department
- 2 letters external to department

Fifth-Year Retention:

- 2 letters from outside the institution (Letters should be from Associate Professors or Professors and should not come from previous mentors or collaborator)
- 2 letters from within the institution (not including the chair and division chief letters)

Mandatory tenure reviews

- 3 letters from inside the institution (not counting the chair or chief letters)
- 3 letters from outside of the institution. More letters may be necessary to establish the national stature of the individual. Letters should be from Associate Professors or Professors and should not come from previous mentors or collaborators.

Promotion

- 3 inside letters (not counting chair and division chief letters)
- 3 letters from outside the institution (Letters should be from Associate Professors or Professors and should not come from previous mentors or collaborators)

FULL-TIME CLINICAL TRACK ACTIONS:

Third Year Retention:

- 2 letters internal to department
- 2 letters external to department

Sixth-Year Retention:

- 2 letters from inside the department
- 2 letters from outside the department

Promotion:

- 3 letters from inside the department
- 3 letters from outside the department

All letters received must be placed in the file prior to the DAC meeting.

The Departmental Advisory Committee (DAC) requests letters of evaluation from reviewers recommended by the candidate and from an independent list recommended by the departmental chair, DAC chair, and the ad hoc committee. **Do not solicit all letters from those recommended by the candidate.** Letters should be from tenured faculty members at the rank of Associate Professor or Professor. Additional letters may be necessary to establish the national stature of the individual. Letters should not come from previous mentors or collaborators.

Use the "Reviewers Name & Address Form", (p. 114) to list the names and addresses of the reviewers. Ask the reviewer to state briefly his/her credentials and how they know the candidate. This can be as brief as "published with candidate," "trained with candidate," "national expert in field, etc." Departments must include summary details for all evaluators on the Reviewers Name and Address Form.

Letters must contain a statement regarding the confidentiality of their response. It will be considered an open file if the faculty member has elected to retain the right to see the letters.

Evaluations should refer to the following areas where applicable:

1. National recognition:
2. Research and its quality:
3. Clinical expertise
4. How would you characterize her/his lecturing and teaching abilities?
5. Administrative abilities
6. Are there specific contributions, which have significantly enhanced her/his reputation?

All actions must be decided before the letters of evaluation are solicited; letters must state explicitly what retention, promotion, or tenure actions are being considered for the candidate. Additional actions cannot be considered without soliciting new letters of evaluation specifically addressing all proposed actions.