**Required Academic Reference Letter Template—Non-Tenure Track**

***Note to Chair – Items 1-4 should be rearranged/revised consistent with applicant’s area of excellence, i.e., teaching, scholarship, or clinical practice.***

 *Date*

**RE: Academic Letter for \*\*\***

Dear Dr. *[name]*:

Dr. \**\*\** currently serving as *\*\*\** in the Department of *\*\*\** is being considered by Texas Tech University Health Sciences Center School of Medicine (TTUHSC-SOM) for promotion to *\*\*\** in the same department. As is customary at our institution, we are soliciting outside reviews of the candidate’s professional achievements to help with this critical evaluation. I am writing now to ask you to be one of the reviewer’s for Dr. \*\*\* work.

For promotion of non-tenure track faculty to the Associate or Full Professor level at TTUHSC-SOM, the candidate must demonstrate excellence in at least one area of Teaching, Scholarship or Clinical Service with meaningful participation in at least one other area, i.e., Teaching, Scholarship, Clinical Service, or Academically-Related Public Service. Promotion to Professor is based upon the development of a regional/national or international reputation and always requires meaningful participation in scholarship. Our policy for promotion is enclosed or can be reviewed at <http://www.ttuhsc.edu/medicine/documents/policies/SOMOP20.21.pdf>.

Dr. \_\_\_\_\_\_\_\_\_\_ area of excellence is\_\_\_\_\_\_\_\_, with meaningful participation in\_\_\_\_\_\_\_\_\_\_\_. If possible, we would be particularly interested in your comments on the following:

1. What is the candidate’s involvement in teaching programs, including those for medical or graduate students, residents, fellows, and continuing medical education participants? How would you evaluate the candidate’s contribution to teaching materials, including reviews, textbooks or other educational materials that s/*he* has authored or developed?
2. Does the candidate exhibit a high level of clinical competence and bring innovative approaches to the clinical discipline, as judged in part by peer recognition? Is the candidate developing a regional or national reputation as an authority in the clinical field through such means as the use and introduction of new and innovative diagnostic modalities and the development of better standards for patient management?
3. In your opinion what are the candidate’s scholarly contributions (basic or clinical research, medical education scholarship) that are most important to the advancement of knowledge in the field. Would the research or clinical field be different without the candidate’s contributions? How would you compare the candidate to some of *his/her* most accomplished peers with respect to the significance of *his/her* contributions?
4. What is your evaluation of \*\*\*published scholarship, as well as its influence on the discipline, nationally and internationally, and its future potential? Our interest is primarily in the quality of these publications, although the rate of production (i.e., quantity) is also taken into consideration.
5. Would you be able to recommend \*\*\* for a position such as the one contemplated for *him/her* at your own institution, or at other major universities?

To facilitate your evaluation, I am enclosing \*\*\* curriculum vitae and the TTUHSC-SOM Faculty Tenure and Promotion Policy used to judge the candidates application. In your comments, please feel free to add any other information that you deem relevant to our deliberations. I would like to emphasize the critical role that reviews such as yours play in the evaluation process.

We would appreciate receiving your letter by electronic mail [XXX.XXXX@ttuhsc.edu] or fax [(XXX) XXX-*XXXX*] in order to expedite institutional processes. As a requirement of the policy, these letters must be on letterhead and signed, either physically or with an authenticated electronic signature. This letter can be printed out and mailed to me at your earliest convenience; however, our institutional deadline for receipt of these letters is July 15, 201X.

Recognizing that the completion of an outside review can be an onerous task, as well as an essential mechanism for assuring high quality in our profession, I want to thank you in advance for your kind consideration of this request.

Sincerely,

Enclosures