**External Referee Letter request for Promotion/Tenure Packets**

Dear: **[REFEREE’S NAME]**

The University of Rochester School of Medicine and Dentistry (SMD) is considering the promotion of **[CANDIDATE’S NAME]**, currently **[TITLE]**, to the rank of **Associate Professor/Full Professor** **[ADD WITH TENURE WHERE APPLICABLE]** based on their excellence in the components identified below.

**Candidate’s Components for Promotion: [RESEARCH, SCHOLARSHIP, INSTITUTIONAL SCHOLARSHIP AND/OR CLINICAL PLUS TEACHING]**

UR [SMD Regulations of the Faculty](https://www.urmc.rochester.edu/MediaLibraries/URMCMedia/smd/academic-affairs/documents/faculty-regulations/faculty-regulations-july-2014-revision-10-13-2017_4.pdf), (pp. 28a-37) provides specific examples of the excellence expected in the each component for promotion.

You were identified as someone who may be able to provide an evaluation, we are writing to request that you provide a letter of evaluation, as well as complete the [external reviewer relationship to candidate form](https://www.urmc.rochester.edu/MediaLibraries/URMCMedia/smd/academic-affairs/documents/SMD_ExternalReviewer_RelationshipToCandidate_Form_June-2024.pdf) (click on URL or see attached).

We would appreciate your candid assessment of Dr. **[CANDIDATE’S NAME]**’s accomplishments including whether you believe they meet our criteria for the proposed promotion.

Please describe in your letter how you have come to know Dr. **[CANDIDATE’S NAME]**or their work. If you have specific knowledge of the nature, quality, innovation, influence, or impact of any of their activities, it would be helpful to have a brief description including the basis for your assessment. Please indicate in your letter whether the same accomplishments would merit a comparable promotion at your institution.

To assist with your review the candidate’s Curriculum Vitae is attached.

Your reply will be kept confidential. We realize that replying to letters such as this one is time consuming, however your candid evaluation will be of great assistance.

We would appreciate receiving your written letter of evaluation no later than **[DATE].** Should you need additional time please let us know.

Please send your letter to **[NAME}** by email, at: **[EMAIL ADDRESS].**

Thank you in advance for your assistance.

Sincerely yours,

**[CHAIR SIGNATURE]**

Attachments: External Reviewer Relationship form, Candidate’s CV