

## SAMPLE FORMAT FOR LETTER OF REFERENCE REQUEST

[DATE]

Dear Dr. Last Name,

Dr. X is a candidate for promotion to [rank] Professor in our department [name of department] on the [tenure/non-tenure] track as a [clinical scholar/research scientist/educator scholar]. You have been identified as one of the leading professionals in the field. I am writing to ask if you would assist us in the assessment of this candidate by providing an evaluation of his/her scholarship and its impact.

I am enclosing a copy of his/her CV, biographical statement, and statements of teaching philosophy, service and research/creative work. In your statement, please comment on your relationship with the candidate. It would be helpful to have you comment on how his/her work compares with that of others in the field and the degree to which his/her record is appropriate for the rank of [rank] Professor.

I have also enclosed the relevant section of our Faculty Bylaws, which articulate the qualifications for promotion at the Herbert Wertheim College of Medicine at Florida International University.

We recognize the constraints on your time and truly appreciate your willingness to take the time to evaluate Dr. X for promotion. Please return a letter of recommendation addressed to me by [date expected]

Thank you for considering performing this important service to our university and your colleague.

Please let me know if I can provide any additional information.

Sincerely,

NAME, Chair

Department of XXX