Dr. XXX,

The Department of YYYYY at Rush University Medical Center would like to request a letter of evaluation from you in support of Dr. XXXX’s proposed promotion [or appointment, depends on candidate] to Professor based on his/her outstanding achievements in the areas of AAAAAA, BBBBB, and CCCC. Attached for reference are the candidate’s CV, Biographical “One Sheet” Summary, and Rush’s current promotion’s policies. Some important items and requirements are listed below to help you craft your letter.

* A letter of evaluation is authored by an academic, medical professional that has not worked directly with a candidate in a clinical, educational, and/or research setting within the past 5 years. This allows for an objective review of the candidate.
* A letter of evaluation should provide enough detail to aid the promotion’s committee in making a thoughtful recommendation to the Dean regarding the promotability of a candidate.
* Rush Medical College has a single track for promotion. To achieve promotion to Professor, Rush’s promotions’ guidelines dictate that a candidate must demonstrate excellence in 3 of the 4 following areas:
	+ Research
	+ Education
	+ Clinical Care
	+ Service (leadership, community, administrative, institutional, government, etc)

We are requesting this promotion for Dr. XXXX based upon excellence in AAAA, BBBB, and CCCC.

* Please address your letter to Dr. Jane Smith, Chairperson, Department of Medicine, Rush University Medical Center
* One of the most important statements you provide in the letter is whether you believe Dr. XXX qualifies for promotion to Professor at your institution. We recognize that institutions have varying promotion’s processes and track(s) (ie clinical vs research vs education vs tenured); however, we find it helpful for you provide your opinion on whether Rush’s promotion’s candidate qualifies for promotion (on any track) at your institution.

On behalf of the Department of Medicine, we thank you, in advance, for taking the time to evaluate this candidate and for submitting a letter with your assessment and recommendation for Dr. XXXX’s promotion.

Please send your signed letter in PDF format to aaaa\_bbbbb@rush.edu within the next four weeks. If you have any questions, please do not hesitate to contact me.

Many thanks and warm regards,