General guidelines for content to request in a Letter of Evaluation for appointments / promotions to ranks without tenure:

1. The reviewer should describe the basis of their knowledge of the candidate – e.g., “I became familiar with Dr. Smith when Dr. Smith was a fellow in the Department of Medicine”.
2. The reviewer should describe any relationship (personal and / or professional, including positive or negative attributes) they have with the candidate – e.g., “We have been collaborators on the development of a new therapeutic class of drugs”.
3. The reviewer should describe the quality, independence, originality, and impact of the scholarship of the candidate. An assessment of the impact relative to other work in the discipline will be helpful – e.g., “I believe that Dr. Smith’s achievements are within the top 25 percent of individuals working in this field”.
4. The reviewer should note substantive concerns – e.g., “Trainee reviews of Dr. Smith suggest opportunities to improve their approach to teaching”.

**Email Inquiry to Solicit Evaluation**

Dear \_\_\_\_\_\_\_\_\_\_\_:

Dr. \_\_\_\_\_\_\_\_\_\_, now holding the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is being considered for promotion to the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in the Department of \_\_\_\_\_\_\_\_\_\_ of the Duke University School of Medicine. This is a Career Track (non-tenure) promotion.

I am contacting you in my role as Chair of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Chair or Co-Chair of the Department of \_\_\_\_\_\_\_\_\_\_ APT Committee] to ask if you would be willing to review the candidate’s dossier and provide a letter of evaluation. If you accept, you will receive by email a formal request for a letter of evaluation, the Curriculum Vitae, Intellectual Development Statement, and selected examples of notable scholarship by the candidate, and a link to the Duke University School of Medicine Appointments, Promotion, and Tenure – Career Track guidelines.

To reduce the potential for bias, we require that evaluators be sufficiently independent without a direct, vested interest in the career, promotion, or success of the candidate. This includes not having a personal relationship (e.g., friend or family), not having been a close scientific collaborator within the past 7 years, and not having served as a direct mentor of the candidate.

Your evaluation will be maintained in strict confidence as stipulated by Duke University policy.

Please respond by \_\_\_\_\_\_\_\_\_\_ regarding your willingness to review the dossier and author a letter of evaluation. Your time is most appreciated.

Suggested Letter Templates to Evaluators

**LETTER TO OUTSIDE EVALUATORS**

FOR CANDIDATES BEING CONSIDERED FOR

PROMOTION TO ASSOCIATE PROFESSOR (without tenure) or

PROMOTION TO PROFESSOR (without tenure)

DUKE UNIVERSITY SCHOOL OF MEDICINE

CONFIDENTIAL

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

Dr. \_\_\_\_\_\_\_\_\_\_, now holding the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is being considered for promotion to the rank of \_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_ of the Duke University School of Medicine. As you know, appointments and promotion are among the most important decisions of a university. We would be deeply appreciative if you would assist in evaluating the achievements of Dr. \_\_\_\_\_\_\_. We are providing the *curriculum vitae*, Intellectual Development Statement, selected examples of notable scholarship, and other relevant content for your review. Our policy for appointments and promotions to ranks in the Career Track can be downloaded at <https://medschool.duke.edu/sites/default/files/2021-06/faculty-career-track.01.2021.pdf>. [(If applicable:) Additional department specific criteria can be downloaded at https:// (add URL).]

Our faculty at the rank of Associate Professor and Professor are expected to compare favorably nationally and internationally with scholars in their field of similar rank. Publications should include contributions to the field that demonstrate scholarship and advance knowledge. Candidates should be recognized at least regionally for their clinical expertise. Educational contributions should be reflected through teaching, mentoring and supervision, and/or the development and dissemination of educational materials.

In your letter, please include your full name, degrees, and academic rank. Please comment on the following.

1. The basis of your knowledge of the candidate, including any personal or professional relationship with the candidate. **Evaluators are expected not to have close personal relationships (e.g., family or friends) or have had a significant role in training or career development of the faculty member (i.e., direct mentor or sponsor). With certain exceptions, co-authorship within the past 7 years is also a disqualifier.** Allowable exceptions include the co-authorship of guidelines and other consensus documents (e.g., sponsored by a professional society) and team science initiatives where neither you nor the candidate had leadership responsibilities for the study. If you have published with this candidate, explain your role in the publication, your relationship with the candidate in the context of the publication, and the nature of the publication (e.g., site investigator of multicenter trials, guidelines authoring committee).
2. The strengths and weaknesses of the candidate’s portfolio across the domains of academic scholarship, clinical care, and teaching / education. Describe the scope, quality, originality, significance, impact, and degree of recognition achieved within the discipline. Include any substantive concerns you identify about the candidate’s portfolio.

We welcome any additional insights or concerns not covered above that could be helpful in our deliberations.

We would appreciate a reply by \_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you in advance for taking the time to do conduct this review. Your response will be maintained in confidence as stipulated in the enclosed Duke University Confidentiality Policy. We believe it critical to the integrity of our process that this request be kept confidential.

Sincerely,

[Title: Department Chair, DAPT Committee Chair, Search/Review Committee Chair, etc.]

Enclosures:

 Confidentiality Policy

 Curriculum Vitae

 Intellectual Development Statement

 Selected Scholarship